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TOWN OF HANOVER

2003

ANNUAL TOWN REPORT



ANNUAL TOWN MEETING
Tuesday, May 11, 2004
Hanover High School Gymnasium
Voting - 7:00 a.m. to 7:00 p.m.
Business Meeting - 7:00 p.m.

HANOVER MUNICIPAL BUSINESS TELEPHONE NUMBERS

Ambulance, Fire, Police.....	EMERGENCY	911
Administrative Offices.....		643-4123
Administrative Services/Finance.....		643-0705
Animal Control.....		643-2222
Assessing.....		643-0703
Cemetery Department.....		643-3327
Community Counselor.....		643-5317
Community Outreach Officer.....		643-0742 Ext. 116
Etna Library.....		643-3116
Fire Department (Non-Emergency).....		643-3424
Howe Library.....		643-4120
Human Resources.....		643-0742 Ext. 106
Parking Division.....		643-0737
Police Department/Dispatch (Non-Emergency).....		643-2222
Planning & Zoning.....		643-0708
Public Works/ Highway		643-3327
Recreation Department.....		643-5315
Senior Center.....		643-5531
Tax Collector.....		643-0704
Town Clerk.....		643-0712
Town Manager.....		643-0701
Wastewater Treatment Plant.....		643-2362
Water Department.....		643-3439

E-MAIL ADDRESSES

assessor@hanovernh.org	parking@hanovernh.org
childrens.services@thehowe.org	planning@hanovernh.org
circulation@thehowe.org	policedept@hanovernh.org
dpw@hanovernh.org	recdept@hanovernh.org
etna.library@hanovernh.org	townmgr@hanovernh.org
firedept@hanovernh.org	wwtf@hanovernh.org

BUSINESS HOURS

Community Counselor....	Sept – June.....	Mon – Fri.....	8:00 a.m. - 4:30 p.m.
48 Lebanon St.	July – Aug.....	Tues & Wed.....	8:30 a.m. - 4:30 p.m.
		Thurs.....	8:30 a.m. - noon
Dispatch - 46 Lyme Rd.....		Sun – Sat.....	24 hours/day
Etna Library.....		Mon & Thurs	2:00 p.m. - 7:00 p.m.
130 Etna Rd., Etna		Tues & Fri.....	10:00 a.m. - 2:00 p.m.
		Sat.....	10:00 a.m. -12:00 noon
Fire Dept. - 48 Lyme Rd.....		Sun – Sat.....	24 hours/day
Howe Library.....		Mon – Thurs.....	10:00 a.m. - 8:00 p.m.
13 East South St.		Fri.....	noon - 6:00 p.m.
		Sat.....	10:00 a.m. - 5:00 p.m.
	Sept-May.....	Sun.....	1:00 p.m. - 5:00 p.m.
Parks & Recreation - 48 Lebanon St.....		Mon – Fri.....	9:00 a.m. - 6:00 p.m.
Police Dept. - 46 Lyme Rd.....		Sun – Sat.....	24 hours/day
Public Works Dept. - Rt. 120.....		Mon – Fri.....	7:00 a.m. - 3:30 p.m.
Senior Center - 48 Lebanon St.....		Mon – Fri.....	12:30 p.m. - 4:30 p.m.
Town Hall - 41 So Main St.....		Mon – Fri.....	8:30 a.m. - 4:30 p.m.
Wastewater Treatment - Rt.10.....		Mon – Fri.....	7:00 a.m. - 3:30 p.m.

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The Town of Hanover dedicates this year's Town Report to:

Marilyn "Willy" Black

Congratulations to Hanover's own Marilyn "Willy" Black, who was honored as one of six New Hampshire residents selected by the New Hampshire Municipal Association as a "2003 Municipal Volunteer" for all of her leadership and support over the years in helping to make the new Richard W. Black Community and Senior Center a reality. Willy received her award during a special luncheon ceremony on November 12, 2003 as part of the NHMA Annual Conference, held annually at the Center of New Hampshire in Manchester.

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Town Management Staff

Town Manager

Julia N. Griffin

Assistant to the Town Manager/

Human Resources Director

Barry Cox

Director of Administrative Services

Elizabeth “Betsy” McClain

Town Clerk and Tax Collector

Sallie B. Johnson

Director of Assessing

Michael Ryan

Director of Planning & Zoning

Jonathan Edwards

Police Department

Nicholas Giaccone, Chief

Fire and Inspection Services

Roger E. Bradley, Chief

Library Services

Marlene McGonigle, Howe Library Director

Barbara Prince, Etna Library Librarian

Community Counselor

Dena B. Romero

Director of Parks and Recreation Department

Henry "Hank" Tenney

Director of Public Works Department

Peter Kulbacki

Water and Wastewater Treatment

Kevin MacLean, Superintendent

Mission Statement

The government of the Town of Hanover exists to provide public services for all the citizens of Hanover.

To this end, the mission of the management of the Town of Hanover is to provide guidance and direction to all town employees to:

- provide responsive, friendly, courteous service to the public and encourage open communication between all citizens and all public employees and officials.
- encourage them to regularly improve their professional skills to enable them to provide efficient, high quality, and fiscally responsible service.
- dedicate themselves to the highest standards of ethical behavior in all dealings with the public and each other.

Chapter 1

Information For Town Meeting

Town Officers 2003

Board of Selectmen

Brian F. Walsh, Chairman (2005)
Katherine S. Connolly, Vice Chairman (2006)
William R. Baschnagel (2006)
Judson T. Pierson (2004)
Peter L. Christie, Secretary (2005)

Moderator

Marilyn W. Black (2004)

Town Clerk

Sallie B. Johnson (2004)

Treasurer

Michael J. Ahern (2004)

Library Trustees

Margaret A. Bragg (2004)
Tom Jacobs (2006)
Mary Sullivan King (2005)

Supervisors of Checklist

Elaine Hawthorne (2008)
Louise M. Longnecker (2006)
M. Lee Udy (2004)

Advisory Board of Assessors

Xenia Heaton (2005)
John Hochreiter (2006)
Paul F. Young (2004)

Trustees of Trust Funds

Lawrence Draper (2004)
Paul B. Gardent (2005)
Mark B. Severs (2006)

Fence Viewers

Edward C. Lathem (2004)
Lucy Minsk (2004)
Robert Morris (2004)

Park Commissioner

Richard Nordgren (2006)

Health Officer

William E. Boyle, M.D

Surveyors of Wood and Timber

Willem M. Lange (2004)
John Richardson (2004)

Candidates For Town Office

Etna Library Trustee (1)

Caroline Tischbein

Moderator (1)

Marilyn (Willy) Black

Selectman (1)

John L. Currie
Allegra B. Lubrano

Supervisor of the Checklist (1)

M. Lee Udy

Town Clerk (1)

Julia N. Griffin

Treasurer (1)

Michael J. Ahern

Trustee of Trust Funds (1)

Lawrence R. Draper

Part I

Moderator's

Letter

Notes...

Moderator's Message

ELECTIONS

2004 has been a busy year for elections, with the Presidential Primary in January, the Dresden and Hanover School District Meetings in March, the Athletic Field bond vote in April and the Hanover Town Meeting in May. The fall will see a New Hampshire State Primary on September 14, and the national and state election on November 2. The voters turned out in record numbers for the Presidential Primary. Let's go for another record turnout in November!

TOWN MEETING

Town Meetings have been the governmental system of most New England towns since colonial days. It has been said that Town Meeting is a "pure democracy", and that is true! The voters of the Town are the legislative body, and have all the authority and power of the legislature in Concord, or the US Congress in Washington. A real Town Meeting is the people being the government.

HOW THE MEETING WORKS

* **WARRANT** - The agenda for the meeting.

* **ARTICLE** - An agenda item requiring Town action.

* **VOTING** - All votes taken are voice votes unless specified by law (bond votes require a paper ballot). If the voice vote is too close to call, the Moderator may ask for a hand vote. (Colored cards will be given to the voters to use for hand votes for better visibility in counting). Every Voter is a legislator!

* **PAPER BALLOTS** - On any vote, if five voters so request in writing, a paper ballot shall be used.

* **MEETING RULES** - There is no New Hampshire law that requires Town Meetings to be run under Robert's Rules of Order. You, the legislative body, set the rules for the meeting, and the Moderator regulates the business and keeps order...but the Moderator isn't "King" and can be overridden by a majority vote.

* **PARTICIPATION** - Any registered voter may speak, ask questions, or give opinions after being recognized by the Moderator. Town Meeting is a deliberative session and discussion is encouraged.

* **NON RESIDENT PARTICIPATION** - If a non-registered voter wishes to speak, he/she may do so by a majority vote of the legislative body.

* **AMENDMENTS** - Any article may be amended from the floor. Even line items in the budget may be amended. Action on the amendment then takes place before the article can be voted on. Amendments must be submitted to the Moderator in writing. This ensures that the action is correctly stated.

* **CALL THE QUESTION** - Any voter may call the question to end debate. If the Moderator feels the call is premature, and that the issue has not been given a fair discussion, he/she can allow debate to continue.

* **DEMOCRACY** - Democracy was born in ancient Athens and had two concepts of "FREE SPEECH": the civil right to speak publicly or to criticize the government; and the political right of free speech, that affords citizens the opportunity to speak and persuade an open assembly of citizens who are about to vote on a policy decision. It isn't just the right to speak, but also a duty to listen to all sides before making a decision. It worked for the Greeks, and it works in Hanover.

So come to Town Meeting, and speak your thoughts and opinions, giving the opposite viewpoint the same courtesy you were afforded when you spoke. Government isn't "THEY", it's "YOU". Hope to see all of you at Town Meeting.

Warrant

for

Town Meeting

May 11, 2004

Notes...

WARRANT FOR THE ANNUAL TOWN MEETING

GRAFTON, ss

TOWN OF HANOVER

TO THE INHABITANTS OF THE TOWN OF HANOVER, NEW HAMPSHIRE, who are qualified to vote in Town affairs:

TAKE NOTICE AND BE WARNED, that the Annual Town Meeting of the Town of Hanover, New Hampshire, will be held as follows:

ON TUESDAY, MAY 11, 2004 AT THE GYMNASIUM, HANOVER HIGH SCHOOL, LEBANON STREET, HANOVER, THERE WILL BE VOTING BY OFFICIAL BALLOT FOR THE ELECTION OF TOWN OFFICERS AND ALL OTHER ARTICLES REQUIRING VOTE BY OFFICIAL BALLOT. THE POLLS WILL OPEN AT 7:00 AM AND CLOSE AT 7:00 PM.

ARTICLES TEN THROUGH THIRTY-FOUR WILL BE PRESENTED, DISCUSSED AND ACTED UPON BEGINNING AT 7:00 PM AT THE GYMNASIUM, HANOVER HIGH SCHOOL, LEBANON STREET, HANOVER.

ARTICLE ONE: To vote (by nonpartisan ballot) for the following Town Officers:

- One Selectman, to serve for a term of three (3) years;
- One Moderator, to serve for a term of two (2) years;
- One Treasurer to serve for a term of one (1) year;
- One Library Trustee to serve for a term of three (3) years;
- One Supervisor of the Checklist to serve for a term of six (6) years;
- One Town Clerk to serve for a term of three (3) years;
- One Trustee of Trust Funds to serve for a term of three (3) years.

ARTICLE TWO (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 1:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 1 would amend Table 204.8 so that the minimum lot size in the “F” Forestry and Recreation zoning district would be increased from 10 to 50 acres and so that no new public or private roads would be permitted in this zoning district.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment.

ARTICLE THREE (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 2:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 2 would establish a new “RO” Residence and Office zoning district. The amendment would set up a new Table 204.2C that would detail the objective, uses, and area and dimensional standards for this district. It would also create a new Section 327.1 requiring properties to maintain both a residential appearance and the existing number of dwelling units. It would amend several other Sections of the Zoning Ordinance to reference this new district with respect to such matters as parking, signs, and noise limitations. It would amend the Hanover Zoning Map so that such an RO zoning district would be created in the area, now zoned “GR-2” General Residence, near Lebanon, Summer, and South Park Streets.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment.

ARTICLE FOUR (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 3:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 3 would amend Section 902 Term Definitions by adding a definition of Conservation Lots and would add a new subsection to Section 209.1 Minimum Lot Dimensions so that such conservation lots would not be required to be subject to any minimum frontage requirements.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment.

ARTICLE FIVE (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 4:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 4 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 4 would amend Sections 209.2 and 209.3 so that certain essential service uses, specifically bus shelters and such public utility structures or equipment as

water and wastewater treatment and filtration plants and their appurtenances, would not be subject to front, side, or rear setback requirements when because of function they cannot reasonably be located outside of these setbacks.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment.

ARTICLE SIX (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 5:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 5 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 5 would allow for Park and Ride Facilities in the Business & Manufacturing, Office & Laboratory, Institution, and General Residence zoning districts; would define Park and Ride Facilities; would require that they be the principal use of a parcel of land of at least five acres in area; and would amend the definition of Parking Facility to include Park and Ride Facilities.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted 6-0, with one abstention, to recommend that Town Meeting approve this zoning amendment.

ARTICLE SEVEN (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 6:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 6 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 6 would establish a new “GR-3” General Residence-3 zoning district. The amendment would add details to Table 204.5 that would describe the objective, uses, and area and dimensional standards for this district, including allowing Planned Residential Developments (PRDs) by right in GR-3 zoning districts. It would amend several other Sections of the Zoning Ordinance to reference this new district with respect to such matters as noise limitations, minimum PRD parcel acreage, perimeter setback, building separation, lot size, frontage, height, and open space; and maximum PRD density. It would amend the Hanover Zoning Map to reflect a new GR-3 zoning district in the area east of Grasse Road. Other accompanying zoning map changes would rezone adjoining land within the watershed of Fletcher Reservoir to “F” Forestry and Recreation, and would rezone land on the easterly side of Balch Hill to “NP” Nature Preserve.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment.

ARTICLE EIGHT (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 7:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 7 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 7 would amend Section 210.1 M so as to allow satellite dish antenna systems in the “D-1” Downtown zoning district.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment.

ARTICLE NINE (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by petition in Amendment No. 8:

The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 8 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No. 8 would add a new Section 327 Building Characteristics, which would establish criteria for structures in new subdivisions, including requiring variation in the placement of buildings, landscaping and house design.

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting NOT approve this zoning amendment.

BUSINESS MEETING AGENDA

7:00 PM

ARTICLE TEN: To choose the following Town Officers to be elected by a majority vote:

One member of the Advisory Board of Assessors for a term of three (3) years;
Three Fence Viewers, each for a term of one (1) year;
Two Surveyors of Wood and Timber, each for a term of one (1) year;
Such other officers as the Town may judge necessary for managing its affairs.

ARTICLE ELEVEN: To receive reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers and to vote on any motion relating to these reports and to receive any special resolutions that may be appropriate and to vote thereon.

ARTICLE TWELVE: To receive the report of the Town Meeting Taskforce.

A motion will be made to approve Article Thirteen through Article Twenty-four jointly as written, however anyone is free to discuss any part of these articles and may move for separate action on any one article.

ARTICLE THIRTEEN: To see if the Town will vote to raise and appropriate \$40,775 for deposit into the Land and Capital Improvements Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2002-2003. Funding deposited into the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectmen For 4 Against 0 Absent 1

ARTICLE FOURTEEN: To see if the Town will vote to raise and appropriate \$40,775 for deposit into the Conservation Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total amount collected in the Land Use Change Tax Reserve in the fiscal year 2002-2003. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectmen For 4 Against 0 Absent 1

ARTICLE FIFTEEN: To see if the Town will vote to raise and appropriate \$34,400 for deposit into the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, with no funds being raised by taxation. This amount is equivalent to the total Transportation Fee surcharge for each motor vehicle registered in the Town of Hanover (\$5.00 per vehicle) during fiscal year 2002-2003.

Selectmen For 4 Against 0 Absent 1

ARTICLE SIXTEEN: To see if the Town will vote to raise and appropriate \$5,000 for the construction of certain roadway improvements to insure safer travel by bicycles within the Town, and to fund this appropriation by authorizing the withdrawal of this sum from the Municipal Transportation Improvement Fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these improvements are complete or June 30, 2010, whichever is sooner.

Selectmen For 4 Against 0 Absent 1

ARTICLE SEVENTEEN: To see if the Town will vote to raise and appropriate \$556,292 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

Ambulance Equipment Capital Reserve Fund	\$ 39,132
Highway Construction and Maintenance Equipment Capital Reserve Fund	\$145,000
Fire Department Vehicle and Equipment Capital Reserve Fund	\$ 98,500
Police Vehicles and Equipment Capital Reserve Fund	\$ 58,500
Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund	\$ 10,000
Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund	\$ 2,660
Howe Library Building Repair and Equipment Capital Reserve Fund	\$ 2,500
Sewer Equipment and Facilities Improvements Capital Reserve Fund	\$200,000
Selectmen	For 4 Against 0 Absent 1

ARTICLE EIGHTEEN: To see if the Town will vote to raise and appropriate \$640,271 for the purposes listed below, and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts:

Highway Construction and Maintenance Equipment Capital Reserve Fund <i>For roadside mower, roller compactor, 4 trucks, one trailer</i>	\$224,609
Fire Department Vehicle and Equipment Capital Reserve Fund <i>For replacement of Engine #4</i>	\$340,000
Sewer Equipment and Facilities Improvements Capital Reserve Fund <i>For general purpose vehicle, one truck, lawn mower and bagger</i>	\$ 75,662

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these specified purchases are complete or June 30, 2010, whichever is sooner.

Selectmen For 4 Against 0 Absent 1

ARTICLE NINETEEN: To see if the Town will vote to establish a Bridge Replacement and Renovation Capital Reserve Fund under the provisions of RSA 35:1 for the ongoing necessary reconstruction and improvements to the Town's bridges, and to raise and appropriate thirty-four thousand dollars (\$34,000) to be placed in this fund towards this purpose.

Selectmen For 4 Against 0 Absent 1

ARTICLE TWENTY: To see if the Town will vote to establish a Town Revaluation Capital Reserve Fund under the provisions of RSA 35:1 for the scheduled 2008 revaluation of the Town, and to raise and appropriate ten thousand dollars (\$10,000) to be placed in this fund towards this purpose, and appoint the Selectmen as agents to expend from the fund.

Selectmen For 4 Against 0 Absent 1

ARTICLE TWENTY-ONE: To see if the Town will vote to raise and appropriate \$25,000 for the construction of certain roadway improvements along Lyme Road, and to fund this appropriation by authorizing the withdrawal of this sum from the Land and Capital Improvements Fund.

Selectmen For 4 Against 0 Absent 1

ARTICLE TWENTY-TWO: To see if the Town will vote to raise and appropriate \$50,000 for the construction of certain roadway improvements along Lyme Road, and to fund this appropriation by authorizing the withdrawal of this sum from the Municipal Transportation Improvement Fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these improvements are complete or June 30, 2010, whichever is sooner.

Selectmen For 4 Against 0 Absent 1

ARTICLE TWENTY-THREE: To see if the Town will vote to authorize the Fire Department to continue to provide services outside the community under the established mutual aid system pursuant to RSA 154:24, particularly with respect to development of and participation in a regional hazardous materials response team. Any town may authorize their respective fire department to go to the aid of another city, town, village or fire district within or without the state, for the purpose of extinguishing a fire, rendering other emergency assistance, or performing any detail as requested.

Selectmen For 4 Against 0 Absent 1

ARTICLE TWENTY-FOUR: To see if the Town will accept the provisions of RSA 202-A: 4-c providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the public library trustees to apply for, accept and expend, without further action by the Town Meeting, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year.

Selectmen For 4 Against 0 Absent 1

END OF ARTICLES PROPOSED TO BE JOINTLY VOTED ON.

ARTICLE TWENTY-FIVE: To see if the Town will vote to rename the North College Street Reconstruction Capital Reserve Fund to the Road Construction and Improvements Capital Reserve Fund, and to ratify its purposes, authorizing its use for future reconstruction and improvements of Town roadways, and to raise and appropriate eighty- five thousand dollars (\$85,000) to be placed in this fund towards this purpose. A two-thirds vote is required.

Selectmen	For	4	Against	0	Absent	1
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ARTICLE TWENTY-SIX: To see if the Town will vote to raise and appropriate \$2,500 for support of the Upper Valley Trails Alliance project, "Upper Valley Trails for Life," substantially underwritten by the Robert Wood Johnson Foundation, and to fund this appropriation by authorizing the withdrawal of this sum from the Land and Capital Improvements Fund.

Selectmen	For	4	Against	0	Absent	1
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ARTICLE TWENTY-SEVEN: To see if the Town will vote to raise and appropriate \$14,114,969 to pay the operating expenses of the Town for the 2004-2005 fiscal year, for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

Selectmen	For	4	Against	0	Absent	1
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ARTICLE TWENTY-EIGHT: To see if the Town will vote to raise and appropriate the sum of not to exceed \$200,000 for purchase of, or acquisition of conservation easements restricting development of, seven parcels of land located east of Moose Mountain (Map 3 Lot 87, Map 7, Lots 2, 3, 6, 7 and 14, and Map 11, Lot 21), and to fund this expenditure by authorizing the withdrawal of that sum from the Conservation Fund. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the purchases are complete or June 30, 2010, whichever is sooner.

Selectmen	For	4	Against	0	Absent	1
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ARTICLE TWENTY-NINE: To see if the Town will vote to adopt the provisions of RSA 31:120, allowing the establishment of a Downtown Business Service District for purposes of assessing a fee against businesses located in the D1, D2 and B1 zone located at the intersection of Lebanon and Park Streets. Such fee will be utilized to develop and implement a marketing program for Downtown Hanover and has been requested by the Chamber of Commerce and Downtown business community. And further, to delegate to the Board of Selectmen the authority to appoint an Advisory Board, to define the Central Business District, to select specific downtown marketing services and identify the level of those services to be provided on behalf of the district, to determine which specific department, agency or other party is to undertake the work, and to adopt those ordinances as may be necessary to implement the goals of the district;

and further to raise and appropriate the sum of \$50,000 for this purpose, which shall be funded by the assessment of fees to the businesses within the defined Central Business Service District.

Selectmen For 4 Against 0 Absent 1

ARTICLE THIRTY: To see if the Town will vote to modify the constitution of the Hanover Finance Committee, as previously approved by the 1959 Town Meeting and initially modified by the 1971 Town Meeting, particularly related to the duties of the Finance Committee. The proposed modified constitution is contained in the section entitled "Explanatory Information" in the Town Report.

Selectmen For 4 Against 0 Absent 1

ARTICLE THIRTY-ONE: To see if the Town will vote to adopt the optional tax credit for a military connected total disability in the Town of Hanover in the amount of \$2,000, pursuant to RSA 72:35, I(a). This article represents a recommended modification from the current tax credit of \$700 for any person with a service-connected total disability.

Selectmen For 4 Against 0 Absent 1

ARTICLE THIRTY-TWO: To see if the Town will vote to adopt the optional tax credit for a surviving spouse of any person who was killed or died while on active duty in the armed forces of the United States or any of the armed forces of any of the governments associated with the United States in the wars, conflicts or armed conflicts, or combat zones set forth in RSA 72:28, in the amount of \$2,000, pursuant to RSA 72:29-a, II. This article represents a recommended modification from the current tax credit of \$700 for any surviving spouse.

Selectmen For 4 Against 0 Absent 1

ARTICLE THIRTY-THREE: To see if the Town will vote to raise and appropriate \$9,300 to support the services provided to the residents of Hanover by West Central Behavioral Health. This is the third and final year this article has appeared separately on the warrant.

ARTICLE THIRTY-FOUR: To transact any other business that may legally be brought before this Town Meeting.

Given under our hands and seal of the Town of Hanover this 5th day of April, 2004.

TOWN OF HANOVER
BOARD OF SELECTMEN

Brian F. Walsh, Chairman
Katherine S. Connolly
William R. Baschnagel
Judson T. Pierson, Jr.
Peter L. Christie

Notes...

Part II

Explanatory Information

Chapter 1: Information for Town Meeting

Part II: Explanatory Information

What is Town Meeting? All Hanover citizens are encouraged to participate in the yearly Town Meeting, a living example of direct democracy. Town Meeting is a meeting of citizens who come together to form the legislative body of the town. It is held yearly, the second Tuesday in May, to elect town officers, adopt the town budget, and consider other issues that require Town Meeting approval. This year, Town Meeting will be held on May 11.

What is the Warrant? The Town Meeting agenda is called “the Warrant”; each agenda item is called an “article”. The official Warrant precedes this document in Part I, Chapter 1. The Warrant includes two sets of articles:

1. **Ballot voting** (Articles One through Nine): Voting on Articles One through Nine - which includes voting for candidates for office and for amendments to the Hanover Zoning Ordinance - is conducted by ballot during the day of Town Meeting (Tuesday, May 11, 2004) from 7:00 am to 7:00 pm, in the Hanover High School gymnasium. The daytime ballot voting is held by secret ballot, referred to as the “Australian Ballot” or the “Official Ballot”.
2. **Business meeting** (Articles Ten through Thirty-Four): Discussion of and voting on Articles Ten through Thirty-Four – including the proposed budget in Article Twenty-Seven – takes place at an open meeting, called the “business meeting”, which begins at 7:00 pm on Tuesday, May 11, in the Hanover High School gymnasium. At the business meeting portion of Town Meeting, citizens sit down together and discuss, modify, and vote.

What if you cannot attend? If you cannot attend Town Meeting...

1. **Ballot items:** You may vote by absentee ballot on the items decided by Australian or Official Ballot voting by requesting an absentee ballot from the Town Clerk’s office at Town Hall, and delivering it in person by 5:00 pm the day before Town Meeting or by mail by 5:00 pm the day of Town Meeting.
2. **Business meeting items:** You must be present, however, to vote on or contribute to discussion of any Warrant items to be discussed at the business meeting. By state law, no absentee balloting is allowed on these items.

How can you register to vote? To become a registered voter, you must be a U.S. citizen, eighteen years or older, and a Hanover resident. Information that must be provided at registration includes name, address (mailing and legal residence), place and date of birth, and proof of citizenship. You may register: (1) at the polls on Town Meeting day, May 11; or (2) in advance at the Town Clerk’s Office in Town Hall up to ten days before the election; or (3) with the Supervisors of the Checklist whose public voter registration sessions are advertised before any election.

What is explained in the rest of this chapter? The rest of this chapter, prepared by the Town staff, provides an explanation of all of the articles in the Warrant. The official Warrant precedes this document in Part I of Chapter 1.

Ballot Voting

Articles One – Nine

Voting on Articles One through Nine will be conducted by ballot on Tuesday, May 11, 2004 from 7:00 am to 7:00 pm in the gymnasium of Hanover High School.

Article One: Election of Town Officers

The **Selectmen**, so named because members are selected on Town Meeting day, perform most of the Town's legislative functions outside the legislative role granted voters at Town Meeting. One position, currently held by Judson T. Pierson, Jr. is to be filled in 2004 for a three-year term. Judson Pierson is not running for re-election. John L. Currie and Allegra B. Lubrano are the two candidates competing for the single open position. The candidate receiving the highest number of votes is elected to fill the position.

The **Town Moderator** oversees all elections and also presides over the business portion of Town Meeting. The incumbent, Marilyn W. "Willy" Black is seeking re-election to a second two-year term.

The **Treasurer** is responsible for receipt and disbursement of Town funds and the short-term investment of excess funds. The position is elected annually and the current Treasurer, Michael Ahern, is seeking re-election to a one-year term.

Both the Howe Library and the Etna Library are Town-supported. Each has a Board of Trustees, but they are elected differently based on their history of foundation. The **Howe Library Trustees** are elected by members of the Howe Corporation; the **Etna Library Trustees** are elected by Town Meeting for a three-year term. One Etna Library Trustee is up for election and the incumbent, Margaret A. Bragg, has decided not to seek re-election. Caroline Tischbein has filed to serve for a three-year term.

The **Supervisors of the Checklist** are legally responsible for overseeing the voter registration and certification process and for maintaining the updated voter checklist. The term of one Supervisor position, currently held by M. Lee Udy, expires in 2004 and Mrs. Udy has filed for re-election for the six year term.

The **Town Clerk** is legally responsible for overseeing elections and various administrative functions required by State law, and is the only Town administrative position for which residency within the Town of Hanover is required. Sallie Johnson, Hanover's former Town Clerk, has sold her home in Hanover and has not yet acquired a new home within the community. On April 5, 2004, the Board of Selectmen appointed Town Manager Julia Griffin, who is a Town resident, to the position of Town Clerk on an interim basis. This is a role which she can fill in addition to her duties as appointed Town Manager. Pending Sallie Johnson's domicile relocation within the Town of Hanover, Julia Griffin seeks Town Meeting approval to fill the post of Town Clerk on an official basis.

The **Trustees of Trust Funds** oversee the funds reserved for special purposes, and their responsibilities are governed by state statute. One Trustee position is up for election and the incumbent Trustee, Lawrence Draper, is seeking re-election to a three-year term.

Note: The following Articles Two through Nine are Amendments No. 1 – 8 to the Hanover Zoning Ordinance, which must be approved by Town Meeting. Seven of the proposed amendments to the Zoning Ordinance have been approved by the Planning Board. One of the proposed amendments was submitted by petition, and the Planning Board is recommending that Town Meeting **not** vote in favor of the article.

Article Two: Zoning Amendment No. 1 - Master Plan Implementation in the “F” Forestry and Recreation Zoning District

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment. The full text of this amendment is included in the Appendix which follows this section of the Town Report.

The zoning in the “F” zoning district does not conform to the uses and density of development promoted in the Master Plan. Forestry is a use which should be encouraged in our “F” zoning district. Fragmentation of lots into parcels of ten acres, as currently allowed by the Zoning Ordinance, makes management of woodlots less economically feasible than if land is kept in larger parcels. It is desirable to make changes to this district in order that our Zoning Ordinance becomes consistent with the Master Plan. Specifically, the minimum lot size, and the ability to create new subdivision roads conflict with the intent of the Master Plan.

Thus, the proposed zoning amendment would increase the required minimum lot size from 10 to 50 acres and would prohibit new public or private roads which provide required frontage for new lots. It is not the intention of this amendment to prohibit access ways which do not legally provide frontage, such as logging roads, farm roads, and cart paths. Currently existing lots which are less than 50 acres would, by the operation of State Law and other provisions of our Zoning Ordinance, be “grandfathered” (become legally non-conforming) and would retain their current development rights.

Article Three: Zoning Amendment No. 2 - Creation of an “RO” Residence and Office Zoning District

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment. The full text of this amendment, together with a map of the proposed new zoning district, is included in the Appendix which follows this section of the Town Report.

Although the area around South Park, Summer, and Lebanon Streets has long been zoned General Residence (GR-2), the area has actually become a mixture of various types of residential, professional office, and institutional uses in a convenient, central, densely settled area of generally residential appearance with the full panoply of municipal services and infrastructure. The area contains 28 properties and portions of two others; with 9 single-family, 4 two-family, and 8 multi-family residences, for a total of 85 dwelling units; 1 student residence; 4 professional office or mixed professional office and residential buildings; the Lutheran Church; and the Town’s new Community and Senior Center. Immediately adjacent to this area is the athletic end of the College, the High School and Middle School, the Friends’ Meetinghouse, and (in the adjoining B-1 district) a bank, service station, and the Hanover Co-op.

Because the GR zoning is not truly reflective of the actual character of the area, over half of the properties have one or more legally non-conforming characteristics with respect to land use or to lot size or frontage.

After considerable discussion and a detailed proposal by several property owners, the Planning Board included in the 2003 Master Plan a call for the creation of a mixed high-density residential and professional office zoning district in this area. This proposed amendment would achieve this goal by rezoning this area to a new zoning classification, “RO” Residence and Office. This new zoning district would keep many of the “GR” General Residence standards regarding uses, dimensional controls, noise limitations, and signs. It would allow professional offices as permitted uses by right, provided that the existing number of dwelling units on each property would not be reduced because of the introduction of offices. It calls for the retention of the residential scale and appearance of buildings in the district and would not allow off-street parking to be located between the street and the front of any building.

Article Four: Zoning Amendment No. 3 - Creation of Conservation Lot

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment. The full text of this amendment is included in the Appendix which follows this section of the Town Report.

The strictness of our current zoning regulations have inhibited the ability of landowners to separate out parcels of land for conservation purposes, primarily because each lot, whether to be developed or not, is required to have a minimum length of frontage along a street right-of-way. This prohibits the conservation of portions of many lots with large acreages, particularly those which are beyond the dwelling portion of the property and which the landowner is not necessarily interested in owning, managing, or maintaining, or on which the landowner would like to conduct limited conservation and recreational use. The requirement for road frontage is a dimension regulation in our Zoning Ordinance—without road frontage, a new lot for development cannot be created. However, lots that are used for conservation purposes do not need to use valuable road frontage, provided that there is provision made for access to such a lot, for instance, by access easement across adjoining property.

By defining the characteristics of a conservation lot so that such a lot would have usable access and can be used for agriculture, silviculture and non-commercial outdoor recreation, but cannot be developed residentially, commercially or institutionally, and by allowing a conservation lot to be created without having to have frontage, this amendment would enable landowners to create conservation lots.

Article Five: Zoning Amendment No. 4 - Amendments to Front, Rear, and Side Setback Regulations and Exceptions

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment. The full text of this amendment is included in the Appendix which follows this section of the Town Report.

For some time the Town has been seeking to install bus shelters for the convenience and safety of public transit riders. However, the existing terms of the Zoning Ordinance do not allow structures, including bus shelters, within the front setbacks of private properties, even though in

many cases such locations, for example, immediately beside a sidewalk, are the most appropriate. Similarly, the Hanover Water Works Company, which provides the municipal water supply, will soon need to construct a water treatment plant, and the Town will also need to expand its wastewater treatment plant. Some of the most feasible and technically appropriate locations for such plants are closer to the property lines than the zoning setbacks allow, for instance, 100 feet in the “F” Forestry and Recreation district in which the reservoirs are located.

This proposed amendment would allow essential service uses such as bus shelters and water and wastewater treatment and filtration plants and their appurtenances, to be located within setback areas when, because of function, they cannot reasonably be located outside of these areas.

Article Six: Zoning Amendment No. 5 - Park and Ride Facility

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted 6-0, with one abstention, to recommend that Town Meeting approve this zoning amendment. The full text of this amendment is included in the Appendix which follows this section of the Town Report.

As an increasing number of Hanover area employees seek housing in other towns and as local businesses and institutions increase their employment and expand their facilities in the central part of town, commuter traffic congestion increases and demand for parking also increases. One way to decrease peak-hour Hanover traffic is to create alternatives to “on-site at-destination” parking by commuting single-occupancy-vehicles. Our current Zoning Ordinance has limited provision for off-site employee and customer parking, and it does not clearly allow for the use of peripheral locations for park and ride lots, from which employees, visitors and customers can carpool or take shuttle buses into downtown, the College campus, or other central Hanover destinations.

This proposed amendment would add a definition of “Park and Ride Facility” as a principal use and would allow a Park and Ride Facility by Special Exception in the “BM” Business & Manufacturing, “OL” Office & Laboratory, “I” Institution, and “GR” General Residence zoning districts.

Article Seven: Zoning Amendment No. 6 - Creation of a “GR-3” General Residence-3 Zoning District and Rezoning of Parcels in the Grasse Road Vicinity

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment. The full text of this amendment, together with a map of the proposed new zoning district and related proposed zoning map changes, is included in the Appendix which follows this section of the Town Report.

Housing:

There is an inadequate supply of housing in Hanover to meet existing demand. Amending the Zoning Ordinance to accommodate moderate density housing in the Grasse Road area can help to address this problem, as recommended by the Master Plan. The property is across the street from existing residential neighborhoods along the westerly side of Grasse Road, is served by municipal water and sewer, would lend itself to a flexible pattern of housing types, and would allow for the efficient use of roads and utilities. Allowing Planned Residential Developments (PRDs) would encourage the creation and preservation of meaningful open space.

In addition, although the Town of Hanover has determined that there is a particular need for affordable housing and has made a commitment to assist in its creation, the supply of affordable property is very limited. The Hanover Water Works Company owns a parcel of land near Grasse Road which could be used to assist the Town in its affordable housing effort. The parcel is small, lies outside of the watershed, is accessible to municipal water and sewer, and is adjacent to Dartmouth College land which is intended to be developed for residential use. If rezoned to permit residential use, the Town would have the opportunity to work with Dartmouth College to create Town-managed affordable housing at Grasse Road through a mutual planning effort. This mutual planning would, at the same time, offer the opportunity for the creation and preservation of meaningful open space through a Planned Residential Development.

With respect to housing, the proposed zoning amendment would:

- Establish a new zoning district, to be known as “General Residence-Three (GR-3),” on the easterly side of Grasse Road. The GR-3 District would be similar in many respects to the existing GR-1 and GR-2 Districts, but would not permit as great a density of development. Planned Residential Developments (PRD) would be permitted in the GR-3 zone.
- Amend the zoning map to define the new GR-3 District to include parcels of land owned by Dartmouth College (Tax Map Lot 4/11 and most of Tax Map Lot 4/10) as well as the non-watershed part of a parcel owned by the Hanover Water Works Company (Tax Map Lot 4/9). The easterly line of the new GR-3 District would respect the watershed boundary of the Water Company reservoirs so that the new District would contain no land inside the watershed.

Conservation & Open Space:

It is difficult to balance the need for the creation of housing with the preservation of open space. The construction of new housing necessarily results in the loss of undeveloped land, and the traditional form of residential subdivision does not lend itself to the preservation of meaningful or useable open space. The proposed zoning amendment, however, presents an opportunity to balance housing and open space in ways which are specifically contemplated in the Master Plan.

The Master Plan not only designates the easterly side of the Grasse Road area as appropriate for moderate density housing, but also identifies Balch Hill, located on the westerly side of that road, as “Proposed Open Space” and as an area “of high scenic priority.” The Balch Hill parcel abuts existing Natural Preserve (NP) District lands owned by the Town of Hanover and the Hanover Conservation Council, and the proposed amendment would add the Dartmouth College property at Balch Hill to the existing Natural Preserve (NP) District. This would preserve the land in its natural state for recreation and conservation purposes, and would also serve to link Balch Hill and abutting property of the Town of Hanover and the Hanover Conservation Council with the Appalachian Trail-Velvet Rocks area.

The amendment would also rezone Dartmouth land, currently zoned Single Residence, One (SR-1) but located within the watershed, to the Forest and Recreation (F) designation of the abutting Water Company land. In addition, by permitting the Grasse Road land to be developed as a PRD, meaningful open space would be able to be preserved.

With respect to conservation and open space, the proposed amendment would:

- Amend the zoning map so that the Balch Hill parcel (Lot 45/20) would be rezoned to Natural Preserve (NP). Most of the parcel is currently in the Rural Residence (RR) Zone, with a small portion along its northerly end being in the Single Residence-1 (SR-1) Zone.
- Amend the zoning map so that the portion of land owned by Dartmouth College (Lot 4/10) which is within the watershed of the Water Company reservoirs but currently zoned Single Residence-1 (SR-1), would be rezoned to Forestry and Recreation (F). The adjacent Water Company land is designated Forestry and Recreation (F), and that is the more appropriate zoning for watershed land.
- Facilitate the preservation of meaningful, useable, and accessible open space within a housing development by establishing a new General Residence-Three (GR-3) District, in which Planned Residential Developments (PRDs) would be allowed which would mandate the provision of on-site, dedicated open space and recreational areas.

Taken together, the changes would promote both the preservation of meaningful open space and the creation of housing, including Town-managed affordable housing.

Article Eight: Zoning Amendment No. 7 - Satellite Dish Antennae in the “D-1” Downtown District

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting approve this zoning amendment. The full text of this amendment is included in the Appendix which follows this section of the Town Report.

When the “D” Downtown zoning district was created in 2002, it was the intent to allow in the new “D” zoning district everything that had been allowed in the “B” Business zoning district that had preceded it. The zoning ordinance was searched for areas where the “B” district was being re-designated as a “D” district, and the “D” designation was included in those sections. Unintentionally, this particular section was overlooked. The result is that satellite dishes with over a 24” diameter are not allowed anywhere in the “D” zoning district, although they had previously been allowed in the downtown area when it was within the “B” District, and continue to be permitted in the other areas within the “B” District. This amendment would rectify this oversight by changing Section 210.1 M so as to add “D” to the second sentence, thereby allowing satellite dish antennas in the “D” downtown zoning district.

Article Nine: Zoning Amendment No. 8 - Design Criteria for Single Family Residential Development

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7-0) to recommend that Town Meeting NOT approve this petition zoning amendment, for reasons cited below. The full text of this amendment is included in the Appendix which follows this section of the Town Report.

In support of the petition, the petitioners stated: “Currently the Town of Hanover has very limited control over the appearance of proposed new construction. While we feel that this is not an issue for the landowner who wishes to build one home, it is a problem when a developer wishes to put a number of identical homes in a subdivision, particularly in the case of an Open

Space Subdivision where the homes are clustered together. For example, the Planning Board is in the process of assessing a 10-home Open Space Subdivision on River Road in the “RR” district. The proposed subdivision groups 10 identical homes on 1.5-acre lots along a short access road. Existing neighbors feel that such a development is not in keeping with the rural character of the neighborhood, where each house is unique and nestled into the area’s fields and woodlands. Other new developments, such as Ivy Pointe and Velvet Rocks, have met similar criticism.

“We propose an addition to the Zoning Ordinance, a new section called “Residential Design Criteria for a Single Family Residential Development”. The section would provide guidelines to developers wishing to subdivide tracts of land within the Town of Hanover, in order to preserve the scenic character of Hanover, while meeting the demands of the single-family residential market and respecting the rights of property owners. These design criteria promote variation in building placement, landscaping and outward appearance to create variety along streets.”

At its Public Hearing, the Planning Board cited the following reasons why it voted to recommend **against** adoption of this zoning amendment:

- The proposed zoning amendment was drafted with insufficient time and discussion between the petitioners and the Board to provide assurance that it would not result in unforeseen consequences or that it would be effective in accomplishing its stated goals;
- The Board is concerned that such a formulaic approach to design control could unnecessarily restrict opportunities for creative house design and could infringe on private property rights;
- The Board is not convinced that the petitioners’ stated problem is so widespread or so severe as to warrant the imposition of controls over home design on every new single-family residential subdivision in the entire town; and
- The Board would like time to work with the petitioners to explore this issue in the context of the Master Plan implementation effort, which the Board has begun.”

Business Meeting Voting Articles Ten through Thirty-Four

Article Ten: Election of Additional Town Officers

This article includes election of additional Town Officers that do not need to be elected by written ballot. The officials are:

One member of the **Advisory Board of Assessors** for a term of three (3) years. The Advisory Board of Assessors reviews requests for property abatements and makes recommendations for resolution to the Board of Selectmen.

Three **Fence Viewers**, each for a term of one (1) year. The Fence Viewers, dating back to the colonial era, are available to adjudicate fence disputes.

Two **Surveyors of Wood and Timber**, each for a term of one (1) year. The Surveyors of Wood and Timber also date back to the colonial era, and are elected to adjudicate disputes regarding the sufficiency of a delivered cord of wood. While no longer utilized, many New Hampshire towns still elect Surveyors to maintain this colonial tradition.

Article Eleven: Resolutions

During consideration of this article, the Parks and Recreation Board will read a resolution honoring the Recreation Volunteer of the Year and the Board of Selectmen will honor retiring Town employees.

Article Twelve: Report of the Town Meeting Taskforce

The Board of Selectmen developed a charge for the Town Meeting Taskforce during the fall of 2003 and appointed 12 citizens to the Taskforce in December of 2003. The role of the Taskforce, as determined by the Board, is to “help initiate a public process to rearticulate the fundamental goals of Town Meeting and to begin considering alternative ways to meet those goals”. The Taskforce has been given approximately 18 months to carry out their work, with implementation planned in two phases. The first phase, which began in December of 2003 and will conclude with a presentation by the Taskforce at the 2004 Town Meeting, has been devoted to fact finding and examination of options. The second phase, which will begin shortly after the 2004 Town Meeting and will depend on feedback received, will include developing some concrete proposals for consideration by the Board of Selectmen and the 2005 Town Meeting.

Among the Taskforce’s many activities leading up to the 2004 Town Meeting, a questionnaire was mailed to over 1,800 resident property owners, e-mailed to approximately 1,000 tenants of rental property in Hanover, and distributed to 350 Kendal residents, seeking input relative to many aspects of the current Town Meeting format. At the beginning of the Business Meeting portion of Town Meeting this year, representatives of the Taskforce will report their preliminary findings regarding citizen feedback about the current Town Meeting format and will seek further feedback from Town Meeting attendees during the presentation.

Article Thirteen: Distribution of Revenue into the Land and Capital Improvements Fund

The 1999 Town Meeting voted to create a Land and Capital Improvements Fund and a Conservation Fund, and then annually to consider taking the proceeds from the preceding fiscal year’s Land Use Change Tax and distributing 50% to the Land and Capital Improvements Fund and 50% to the Conservation Fund. This article distributes 50% of the Land Use Change Tax revenue from FY 2002-2003 into the Land and Capital Improvements Fund. This fund can be utilized to purchase land for Town facilities or to assist in the construction or renovation of Town facilities. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Fourteen: Distribution of Revenue into the Conservation Fund

Mirroring the action taken in Article Thirteen, this article distributes 50% of the FY 2002-2003 Land Use Change Tax revenue into the Conservation Fund. This fund can be utilized to purchase conservation land, conservation easements, or to implement land conservation-related activities. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Fifteen: Transfer of Funds Collected into the Municipal Transportation Improvement Fund

State statutes enable New Hampshire communities to establish a Municipal Transportation Improvement Fund, pursuant to RSA 261:153 VI. Such a fund is created by adopting a motor

vehicle registration surcharge of up to \$5.00, which is collected each time a motor vehicle is registered within a municipality. Town Meeting voted to collect the additional \$5.00 surcharge in 2000, as well as to establish the Municipal Transportation Improvement Fund. Proceeds from the Fund are to be used to support eligible local transportation improvement projects such as public transportation, roadway improvements, signal upgrades and development of new bicycle and pedestrian paths. This article officially transfers the surcharge collected in FY 2002-03 into the Municipal Transportation Improvement Fund. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Sixteen: Withdrawal of Funds from the Municipal Transportation Improvement Fund

The Town's Bicycle Committee has requested the withdrawal of funds from the Municipal Transportation Improvement Fund to support the replacement of prioritized storm drain grates with bicycle-safe grates, as well as the painting of additional pavement markings to insure safer travel of bicycles within the Town. This is a purpose for which the Fund was established. Town staff recommends that \$5,000 be withdrawn from the Fund in FY 2004-05 to continue our commitment to this work on behalf of bicyclists. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Seventeen: Payment into Capital Reserve Funds

This article appropriates and authorizes the payment of monies into various Capital Reserve Funds. All of these actions are taken as part of the recommended budget for FY 2004-2005. The Town makes regular, annual contributions to these funds and then, as required, expends monies from the funds to replace vehicles and equipment. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Eighteen: Withdrawal of Funds for Vehicle and Equipment Replacement

This article authorizes the withdrawal of funds from three different Capital Reserve Funds to replace the following vehicles and pieces of equipment:

Highway Construction and Maintenance Equipment Capital Reserve Fund (four trucks, one roadside mower one roller compactor, one trailer)	\$224,609
Fire Department Vehicle and Equipment Capital Reserve Fund (replacement of 27 year-old Engine #4 at Main Station)	\$340,000
Sewer Equipment and Facilities Improvements Capital Reserve Fund (general purpose vehicle, one truck, lawn mower and bagger)	\$ 75,662

The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Nineteen: Establishment of Bridge Replacement and Renovation Capital Reserve

The Town of Hanover is responsible for maintaining and ultimately replacing twenty-five bridges. These bridges range from 3 to 65 years in age. In the past the Town has budgeted for major bridge repairs when such work has been required, often necessitating the expenditure of large sums of money. In a continuing effort to standardize capital reserving to reduce the need to periodically budget for major capital repairs which significantly impact the municipal tax rate, the Town has moved in recent years toward actively reserving for an anticipated schedule of major capital improvements on an annual basis. Toward that goal, the Town is recommending the establishment of a Bridge Replacement and Renovation Capital Reserve to enable the annual set-aside of funds toward future bridge replacement or repair. An initial funding deposit of \$34,000 is recommended for FY 2004-2005. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Twenty: Establishment of Town Revaluation Capital Reserve

By state statute adopted within the past three years, all New Hampshire communities are responsible for conducting a thorough revaluation update every 5 years, such update which must then be certified by the State of New Hampshire. This statute was passed by the State Legislature in response to concerns around the state that communities were not updating property values on any sort of regular schedule, leading to an unfair, differential impact of the recently enacted statewide property tax utilized to fund a portion of education expenses at the local level. Hanover implemented its first regular, five year valuation update in August of 2003 and anticipates that the next update will be implemented in 2007/2008 for implementation in 2008. The cost to implement such an update is approximately \$60,000, as it requires the retention of a part-time employee to assist the Town Assessor with in-depth data collection. Rather than budget for the full expense in FY 2007-2008, the Board of Selectmen recommends establishment of a Revaluation Capital Reserve and the depositing of \$10,000 in that reserve in FY 2004-2005. In each succeeding year, a similar amount will be budgeted, enabling the work to be fully funded by the implementation date of the work in 2007. This approach eases the one-time impact on the municipal tax rate and is consistent with the Town's efforts to establish and fund other capital reserves. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Twenty-One: Lyme Road Improvements – Land and Capital Improvements Fund - and -

Article Twenty-Two: Lyme Road Improvements – Municipal Transportation Improvement Fund

As part of the Three Party Agreement, the new Richmond Middle School will soon be constructed on a parcel of land located on the corner of Lyme and Dresden Roads. During the site plan review process with the Hanover Planning Board, Town staff, working in conjunction with the Dresden School District's architects and engineers, developed a plan for Lyme Road improvements designed to: facilitate safe traffic flow through the area; allow for safe ingress and egress into/out of the Middle School property; increase pedestrian safety through extension of the sidewalk on the east side of Lyme Road; provide for safe bicycle use by adding bicycle paths; and add street landscaping elements designed to signify vehicular entrance into a village

center. The total cost of those improvements is estimated to be approximately \$358,000 under the assumption that Town staff will do much of the roadway, sidewalk and bikepath reconstruction work during the summers of 2004 and 2005. A series of three diagrams depicting the proposed improvements is included in the Appendix which follows this section of the Town Report.

Of the total estimated cost of \$358,000, the School District has committed \$75,000 and the Town has committed to funding the remaining \$283,000 over two fiscal years beginning in FY 2004-2005. In FY 2004-2005, the Town has budgeted \$120,000 for this work, with one portion of the funding (\$25,000) to be appropriated from the Land and Capital Improvements Fund (this Fund is described in the information provided for Article 13); one portion (\$50,000) to be appropriated from the Municipal Transportation Fund (this Fund is described in the information provided for Article 15 above); and the remaining amount (\$45,000) to be transferred to a Road Construction and Improvement Reserve, covered in Article 25. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Twenty-Three: Authorization to Provide Fire Department Mutual Aid

Recognizing that it is cost prohibitive for each individual fire department in New Hampshire to be adequately staffed, trained and equipped to respond to complex hazardous materials incidents within their own community, the State Fire Marshall's Office initiated an effort in 2001 to encourage the development of several regional hazardous materials response teams and to provide funding for these teams. The Midwestern New Hampshire Regional Hazardous Materials Response Team has been developed for this section of the state and Hanover has become an active member. In order to secure targeted training and, ultimately, to either provide support as a participating responder or to receive support from the regional team in the event of a hazardous materials incident in Hanover, the State Fire Marshall has requested that each participating community receive either Town Meeting or City Council approval to provide mutual aid pursuant to RSA 154:24. This is the state statute which officially empowers any city, town or village fire district to provide aid to another such entity. The Board of Selectmen voted 4-0 with one member absent to support this warrant article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Twenty-Four: Authorization Enabling Library Trustees to Accept and Expend Cash Gifts

In 1997, Town Meeting adopted RSA 202-A: 4-d, enabling the Howe and Etna Libraries to accept personal property donations (e.g., art work, furnishings, etc) as municipal entities. Curiously, at that time Town Meeting was not asked to adopt the companion RSA 202-A: 4-c, which enables both Libraries to accept and expend **cash** gifts, presumably because it was either assumed this RSA had been adopted by an earlier Town Meeting or because cash gifts of a substantial nature have typically been given only to the Howe Library Corporation (a private entity) rather than to the Town of Hanover on behalf of the Howe. A recent review of Town records, however, reveals that Town Meeting has never adopted RSA 202-A: 4-c. Given that both the Howe and Etna Libraries regularly receive cash donations and expend such donations for the purposes for which the donations are intended (generally to enhance certain aspects of both Libraries' collections), the Board of Selectmen is requesting that Town Meeting officially

adopt RSA 202-A: 4-c to formalize and legitimize these gifts and their related expenditure. The Board of Selectmen voted 4-0 with one member absent to support this article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Twenty-Five: Renaming Road Construction and Improvement Reserve

The 2002 Town Meeting established the North College Street Reconstruction Capital Reserve Fund to enable the accumulation of funds for the reconstruction of a portion of North College Street. The bulk of the proposed reconstruction work was implemented during the 2002 and 2003 construction seasons, however the Town has opted to postpone reconstruction of the intersection of North Park Street and Lyme Road pending the College's expansion of the Dewey Field parking lot and related entrance improvements at this intersection. This work, which will necessitate the upgrade of the signal and potential reconstruction of the intersection, could require the expenditure of up to \$40,000. In addition, as noted in the background information for Articles 21 and 22 above, \$45,000 is appropriated toward the Town's reconstruction of Lyme Road in conjunction with the new Middle School project. The Board of Selectmen is proposing revising the name of the North College Street Reconstruction Capital Reserve Fund, to be renamed the Road Construction and Improvements Capital Reserve Fund, so that funds for the future reconstruction of Town streets such as the North Park and Lyme intersection and Lyme Road can be accumulated for this purpose. The Board of Selectmen voted 4-0 with one member absent to support this article during the Pre-Town Meeting public hearing on April 5, 2004.

Article Twenty-Six: Upper Valley Trails Alliance Funding Request

The Upper Valley Trails Alliance is a local nonprofit coalition of trail and land protection organizations, civic groups and landowners which supports multi-modal trails and the creation of a cohesive trail network in 40 towns throughout the Upper Valley. In 2003, UVTA was awarded a \$200,000 grant from the Robert Wood Johnson Foundation's "Active Living by Design" program to implement "Trails for Life" in the Upper Valley, a program designed to promote physical activity on trails in order to address negative trends in diabetes, cardiovascular disease and obesity. As part of the grant, the UVTA is required to raise \$50,000 in local matching funds, and is seeking \$10,000 from Hanover over the next four years. The Board of Selectmen recommends providing the first \$2,500 payment in requested matching funds from the Land and Capital Improvements Fund, and is recommending that the second year of funding be provided in FY 2005-2006 from the Conservation Fund. The Board of Selectmen voted 4-0 with one member absent to support this article during the Pre-Town Meeting public hearing on April 5, 2004.

Article Twenty-Seven: Proposed Municipal Budget for FY 2004-2005

Once again for FY 2004-2005, the Board of Selectmen felt very strongly that - in light of the sluggish economic recovery, uncertainty regarding the future status of the statewide property tax and the pending tax rate impact of the school facility bond issue that was approved in May of 2003 - it was important to minimize the impact of the proposed budget on the municipal portion of the tax rate. Therefore, the General Fund budget for FY 2004-2005 represents a 2.1% municipal tax rate increase, **net** of the 1.9% impact resulting from the first of 20 annual \$100,000 payments the Town has agreed to pay the Dresden School District as part of the approved Three Party Agreement. The Town Manager's Budget Report, located in Chapter 2, page 11 of the

Town Report, provides a detailed explanation of the proposed budget, which includes appropriations for the tax-supported General, Fire and Parking Funds, as well as the non-tax supported Wastewater Treatment Plant and Ambulance Funds. The table below outlines the net appropriation required by this warrant article, which when added to all of the additional appropriation warrant articles outlined above, funds the Town's total budget for FY 2004-2005.

Article #27 - Appropriations to be Voted on for the Proposed Municipal Budget for FY 2004-2005	<u>\$14,114,969</u>
Article #16 – Appropriation of Withdrawal out of Municipal Transportation Improvement Fund	5,000
Article #17 – Appropriation for Payment into Various Capital Reserve Funds	556,292
Article #18 – Appropriation of Withdrawal out of Various Capital Reserve Funds	640,271
Article #19 – Appropriation for Payment into the Bridge Replacement and Renovation Capital Reserve Fund	34,000
Article #20 – Appropriation for Payment into the Town Revaluation Capital Reserve Fund	10,000
Article #21 – Appropriation of Withdrawal out of Municipal Transportation Improvement Fund	25,000
Article #22 – Appropriation of Withdrawal out of Land and Capital Improvements Fund	50,000
Article #25 – Appropriation for Payment into the Road Construction and Improvements Capital Reserve Fund	85,000
Article #26 – Appropriation of Withdrawal out of Land and Capital Improvements Fund	<u>2,500</u>
Grand Total All Funds – See Budget Analysis FY 2004-2005 on page 18	<u>\$15,523,032</u>

The Board of Selectmen voted unanimously to support the budget as proposed for FY 2004-2005 during their final budget public hearing held on March 3, 2004.

Article Twenty-Eight: Appropriation of Conservation Fund Monies to Acquire Land or Conservation Easement East of Moose Mountain

The Conservation Commission has been working to conserve nearly 1,000 acres owned by an individual on the east side of Moose Mountain. The land is held in three separate properties: 1) Property A, consisting of 239 acres, is on the eastern slope of Moose Mountain; 2) Property B, to the east and south of Goss Road, consists of 555 acres; and 3) Property C, to the north of Goss Road, consists of 205 acres. A map displaying the location of the three parcels is included in the Appendix which follows this section of the Town Report.

The Conservation Commission had the land appraised and the total value of the three properties is \$570,000. With less than \$570,000 in the Conservation Fund, the Commission has sought conservation partners in the hopes of finding a potential owner for the land in fee, allowing the Town to purchase development rights and ensure public access to portions of the properties.

As no such potential owner is known to us at the present, the Commission wants to go forward with the purchase of Property A, consisting of 239 acres on the east slope of Moose Mountain, for the asking price of \$145,000. The Commission is requesting up to \$55,000 in additional funding to cover costs associated with the purchase such as title search, transfer tax and legal expenses, but, more importantly, to purchase development rights on the remaining 760 acres should a potential owner be located before the 2005 Town Meeting.

Reasons for Protection: The eastern slope of Moose Mountain is for the most part undeveloped and is connected to other large undeveloped, and in some cases protected, land in Hanover, Lyme and Canaan. The Conservation Commission feels strongly that conserving more land on the east slope of Moose Mountain is essential to protecting the Town's natural resource base for future generations. In addition, protection of this property is consistent with four of the six open space goals set forth in the *Open Space Priorities Plan*:

- To promote the conservation, protection and sound management of the natural resource base.
- To protect and enhance the ecological integrity of the town's diverse natural communities and wildlife habitats.
- To sustain the scenic quality and visual character of the town.
- To maintain and expand landscape-based recreational and educational opportunities.

The threat of development of the land on the east slope of Moose Mountain is moderate. The logging that has taken place has left a gently sloped hillside with views north to Smarts Mountain and south to Mascoma Lake. Seasonal dwellings are permitted and when built, could be visible from Goss Road, Pasture Road and the South Ridge Trail. Certainly the wild land character of a hike on the South Ridge or Pasture Road would be affected by being in the backyard of three seasonal residences. New houses with long driveways would also have a negative impact on the wildlife that inhabits the hillside.

There are four principle reasons why the Conservation Commission feels strongly about conserving the 239 acre property: 1) it offers protection to a significant portion of a Class VI road; 2) it provides valuable wildlife habitat; 3) it allows travelers along Goss Road to view the Moose Mt. ridge that is beautiful to look at, and; 4) it affords outstanding views for hikers and walkers along the length of the trail that runs along the ridgeline. Pasture Road is a Class VI road connecting Moose Mt. Lodge Road to the west with Goss Road to the east. It runs along the north side of Property A. Six-tenths of a mile of the south side of Pasture Road and nearly three-tenths of a mile of the north side of this road would be protected by purchasing this property. The town's Class VI roads are well-loved and well-used recreational corridors and provide the backbone to the town's trail system. By protecting land with frontage on our Class VI roads, the pressure to upgrade the roads to provide frontage and access for development is decreased.

The entire eastern slope of Moose Mountain is a large undeveloped area which provides important wildlife habitat - signs of moose, deer, and fox were evident this winter. The stream that runs through the northern portion of the property is undoubtedly a favorite place for birds and animals to drink and offers an aquatic environment for amphibians. The Town's Trails Committee has been working on re-opening the old snowmobile trail that runs near and along the top of the southern half of Moose Mountain's ridge. Long abandoned by snowmobilers, this trail is now used only by foot travelers (including moose and other critters). The Moose Mountain ridge is blessed with fine views east to Mount Cardigan and west to the Green Mountains, wonderful wildflowers and trees, and abundant wildlife. The entire ridge of the mountain also offers an unspoiled natural vista seen not only from Hanover, but also from parts of Canaan and Enfield and other towns. The higher mountainsides host undisturbed headwaters of both Mink Brook and the Mascoma River.

As for the conservation of the Properties B and C, both would protect a number of brooks and wetlands that are important to the water quality of the Mascoma River and both provide important upland wildlife habitat. In addition, both would offer valuable recreational opportunities for walkers and mountain bikers. More specific information about these properties and conservation easements that we will negotiate will be provided once we find a potential owner.

Approvals Needed: As stated in the Memorandum of Understanding for the Conservation Fund, capital expenditures by the Conservation Commission from the Conservation Fund for land acquisition of any type shall not exceed an annual aggregate total of \$50,000 without approval by the Board of Selectmen and Town Meeting. The Commission received the support of the Board of Selectmen 4-0 with one member absent during the Pre-Town Meeting public hearing held on April 5, 2004 for the expenditure of a sum not to exceed \$200,000 from the Conservation Fund to purchase land and/or conservation easements as outlined. Approval of this article will not result in an increase in taxes because this money already resides in the Town's Conservation Fund.

Article Twenty-Nine: Establishment of a Downtown Business Service District

State law (RSA 31:120) enables communities to implement "Downtown Business Service Districts", whereby property owners in designated downtown district areas can be assessed an annual fee, the proceeds from which can be used either for downtown beautification or for other programs, including downtown marketing. The Hanover Area Chamber of Commerce and its Downtown Committee have requested that Town Meeting adopt the provisions of RSA 31:120 so that a Downtown Business Service District may be implemented in Downtown Hanover, essentially corresponding with the D1 and D2 zoning district boundaries, along with the small B1 zoning district located at the intersection of Lebanon and Park Streets (including only the Ledyard Bank satellite office, the Hanover Food Co-op and the Mobil gas station properties). A map of the proposed Downtown Business Service District is included in the Appendix that immediately follows this section of the Town Report.

If Town Meeting adopts the provisions of RSA 31:120 as requested, Town staff would work with the Chamber to establish an appropriate fee per property based on assessed valuation and to assess the fee on an annual basis. A District Advisory Committee would be appointed by the Board of Selectmen, and this Committee would guide the expenditure of the collected funds in implementing a comprehensive downtown marketing program. It is proposed that the sum of \$50,000 be assessed and collected from the District in FY 2004-2005. After the first year, the Advisory Committee would prepare expenditure budgets and seek support for the annual assessment of the fee through participation in the annual budget process conducted by the Board of Selectmen.

During a public hearing held by the Board of Selectmen on March 31, 2004, downtown business and property owners came out in large numbers to express their strong support for the proposed Downtown Business Service District fee assessment program. The owners who testified that evening indicated that they recognized that the proposed fee per property will be quite low and that the benefits of pooling their marketing dollars via the assessed fee so that a comprehensive marketing program could be implemented was an excellent investment of their funds. After hearing the level of popular support for this proposal from downtown property and business

owners at the public hearing, the Board of Selectmen voted 4-0 with one member absent to support this article during the Pre-Town Meeting public held hearing on April 5, 2004.

Article Thirty: Modification of Finance Committee Constitution

The Town of Hanover created an advisory Finance Committee many years ago. Under state law (RSA 32:24), a municipality or school district may establish an advisory budget or finance committee with the duties to be determined by the municipality or school district. While Town Meeting approval is not technically required for the establishment of such an advisory committee, the tradition in Hanover has been to have Town Meeting adopt and modify the constitution which empowers the work of the Finance Committee. The current Finance Committee "Constitution" was last modified by the 1971 Town Meeting.

The current Finance Committee recently conducted a review of the 1971 Constitution and determined that the actual role of the Committee has changed over time, largely related to the time availability of its volunteer members and the ever-changing financial issues facing the community. The Finance Committee is recommending that Town Meeting this year adopt a new, modified Constitution to more accurately reflect their current role and activities. The 1971 Constitution, the proposed revised Constitution and a helpful comparison of the two prepared by the League of Women Voters of the Upper Valley are included in the Appendix that immediately follows this section of the Town Report. The Board of Selectmen voted 4-0 with one member absent to support this article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Thirty-One: Adoption of Optional Tax Credit for Military-Related Total Disability -and-

Article Thirty-Two: Adoption of Optional Tax Credit for Surviving Spouse of Individuals Killed While on Active Duty

In 2003, the legislature combined the Standard and Optional Veterans' Tax Credit into one statute, the Standard and Optional Tax Credits for Service-Connected Total Disability into another, and revised the Surviving Spouse Tax Credit. Each statute contains a standard and optional component. Currently, the Town administers the Standard Veterans' Credit (\$50), the Standard Total Disability Credit (\$700), and the Standard Surviving Spouse Tax Credit (\$700). Not all veterans qualify for a tax credit; the required qualifications are detailed under each statute.

Under the Optional Veterans Credit, by local option, the town may choose to increase the credit amount from \$51 up to \$500. Under the Optional Tax Credits for Service-Connected Total Disability and the Optional Surviving Spouse Tax Credit, by local option, the town may choose to increase the credit amount from \$701 up to \$2,000. The tax credit is subtracted from the total tax due for each qualified Veteran. The total of all tax credits granted in a given year is accounted for in the municipal tax rate. As you increase the credits, the municipal tax rate goes up to offset the loss of tax revenue from qualified applicants.

The Board of Selectmen considered these options on March 31, 2004 and recommends that Town Meeting vote to do the following:

- Raise the Optional Tax Credit for Service-Connected Total Disability from \$700 to \$2,000;
- Raise the Surviving Spouse Tax Credit from \$700 to \$2,000

The Board of Selectmen voted 4-0 with one member absent to support this article during the Pre-Town Meeting public hearing held on April 5, 2004.

Article Thirty-Three: Funding for West Central Behavioral Health

West Central Behavioral Health, a local community mental health agency that serves individuals in Hanover and throughout the Upper Valley, requests funding in the amount of \$9,300 for FY 2003-2004. This funding helps to support a wide range of services provided to Hanover residents, from child and adult therapy to substance abuse therapy, vocational services, and case management. The agency finds the need to request funding from communities it serves as a result of reductions in available state and federal funding, thereby shifting costs to the local level. This is the third year that West Central has requested funding from the Town, and the final year in which it will appear as a separate warrant article for Town Meeting approval.

As part of the FY 2004-2005 Town Budget, the Town would maintain funding to the following social service agencies in addition to the funding level requested by West Central:

• Acorn	\$ 2,000
• The Family Place	\$ 2,000
• Grafton County Senior Citizens Council	\$ 9,000
• Headrest	\$ 7,000
• Visiting Nurse Alliance	\$17,320
• Listen	\$ 2,700
• WISE	\$ 5,560
• Youth in Action	\$12,000

Article Thirty-Four: Other Items

This warrant article allows attendees at Town Meeting to raise any other items for consideration.

APPENDIX
Full Text of Proposed Amendments to the Hanover Zoning Ordinance

Full Text of Article 2: Zoning Amendment No. 1

Master Plan Implementation in the “F” Forestry and Recreation Zoning District:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in *bold italics* and deletions in ~~*bold italics*~~.

- A. Amend the Minimum Lot Size in Table 204.8 as follows:
10 50 acres
- B. Amend Table 204.8 by adding the following at the bottom of the table:
“Other Restrictions: To avoid the excessive costs of road maintenance, snow removal, and school transportation, new roads, public or private, shall not be permitted.”

Full Text of Article 3: Zoning Amendment No. 2

Creation of an “RO” Residence and Office Zoning District:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in *bold italics* and deletions in ~~*bold italics*~~.

- A. Amend Section 201 by adding a reference to an “RO” Residence and Office district between the existing references to the “B” Retail Business and the “OL” Office and Laboratory districts.
- B. Add Table 204.2C as follows:

*“TABLE 204.2C
“RO” Residence and Office*

Objective:

Within the built-up area where organized community services such as fire and police protection and community water and sewer service are provided, where the public street and sidewalk infrastructure is sufficiently available, and where professional services and employment opportunities can be situated close to one another and convenient to many residential neighborhoods, it is desirable to provide areas for professional offices, higher-density residential dwellings, and a mixture of these uses. This Residence and Office district is intended to be comprised mainly of residential units and to be compatible with nearby residential and institutional areas, and the existing residential scale and appearance of this district shall be maintained and enhanced.

Uses:

Permitted Uses:

1. *One-Family Dwelling*
2. *Two-Family Dwelling*
3. *Multi-Family Dwelling*
4. *Professional Office**
5. *Mixed Office and One-Family, Two-Family, or Multi-Family Dwelling*
6. *Use accessory to permitted use*

Allowed by Special Exception:

1. *Residential Institution*
2. *Student Residence*
3. *Child Day Care Agency*
4. *Church*
5. *Recreation, Outdoor*
6. *Private Club*
7. *Essential Service*
8. *Produce Stand*
9. *Governmental Use: limited to public safety, education, recreation, service*
10. *Use accessory to Special Exception*

**see Section 327.1*

Area and Dimensions:

(all measurements in feet and inches unless otherwise stated)

<i>Minimum Lot Size</i>		<i>Area per</i>	<i>Minimum Setbacks</i>			<i>Maximum</i>	<i>Building</i>	<i>Lot</i>
<i>Area</i>	<i>Frontage</i>	<i>Additional Family</i>	<i>Front</i>	<i>Side</i>	<i>Rear</i>	<i>Height</i>	<i>Footprint</i>	<i>Coverage</i>
10,000	75	i	30	15	20	35	35%	65%

i: 3,000 square feet for second family; 2,000 square feet for each additional family."

C. Amend Section 209.5 as follows:

209.5 Building Footprint and Lot Coverage:

In the **RO**, GR and SR Zoning Districts the percentage of the total area of a lot of record covered by a building footprint, including accessory buildings, shall not exceed 35%. Lot coverage, that is, the percentage of the total area of a lot of record covered by structures and improvements including but not limited to decks, porches without roofs, driveways, parking areas or facilities, or impervious surfaces shall not exceed 65%, except that for lots of more than 20,000 square feet in the GR Zoning District a building footprint, including accessory buildings, shall not exceed 55% and lot coverage shall not exceed 80%.

For Open Space Developments, Planned Residential Developments, and Continuing Care Retirement Communities, building footprint and lot coverage shall be determined by the standards in Article V.

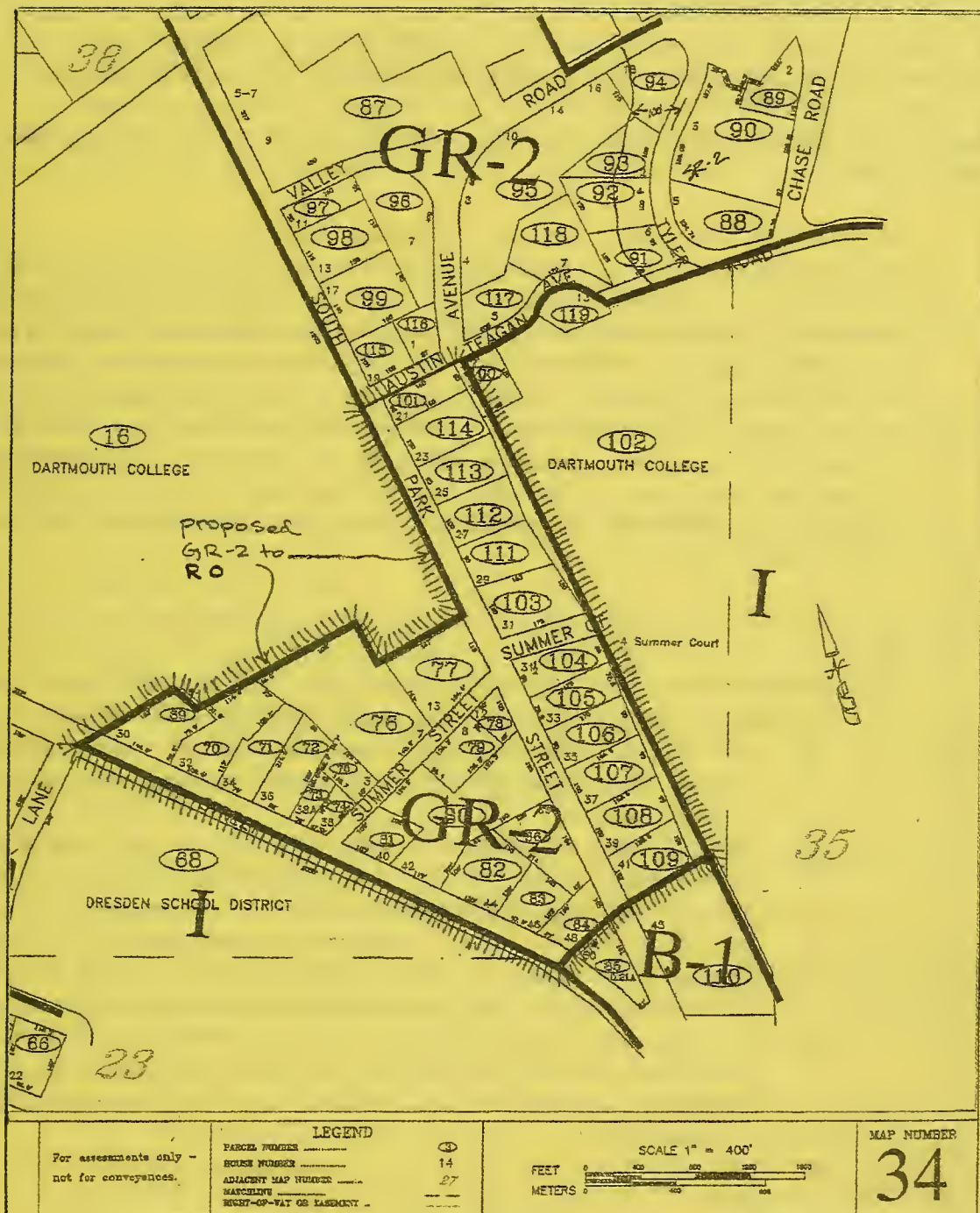
D. Add a new Section 327 Building Characteristics with a subsection which shall read:

"327.1 Buildings in the RO Zoning District:

Buildings in the RO Residence and Office district shall have and maintain a residential scale and appearance, in keeping with the objective for the district set forth in Table 204.2C. The number of dwelling units on each property as of May 11, 2004 shall not be reduced as a result of the introduction or expansion of office use on the property."

- E. Amend Section 210.1 B. (2) as follows:
“(2) No off-street parking is permitted in required front setbacks except in driveways. Portions of driveways within the required front setback shall not satisfy Article IV parking requirements. *In the RO district, no off-street parking is permitted in the area between the front of the principal building and the street right-of-way, including but thus not limited to the required front setback, except in driveways.*”
- F. Amend Section 317.2 as follows:
“317.2 In NP, RR, **RO**, SR, GR and I districts, signs or advertising devices pertaining to the use of the premises on which they are placed are permitted only as follows:
A. One sign, displaying the street number and name of the occupant of a dwelling not exceeding one square foot in area on each of two sides. Such sign may identify an accessory professional office. In addition, in the **RO**, GR and RR districts a sign for multi-family dwellings or PRD's shall be no more than 12 square feet on each of two sides and not located nearer to the street than one-half the depth of the required front setback. *A property containing professional offices or other non-residential uses in the RO district may display one sign which shall identify such uses, not be larger than 12 square feet on each of two sides, and not be located nearer to the street than one-half the depth of the required front setback.*”
- G. Amend Section 323 Noise Standards by adding in paragraph 323.1 A. Use Districts a reference to the RO district in Use District A, so that said paragraph shall read:
“323.1 Table of Restrictions:
Noise beyond the limits set forth in this section shall be prohibited:
A. Use Districts:
Use District A represents the **RO**, GR-1, GR-2, SR-1, SR-2, SR-3, RR, F and NP Zoning Districts.

Use District B represents the BM, B-1, D-1, D-2, OL, and I Zoning Districts.”
- H. Amend the Hanover Zoning Map by creating a new ”RO” Residence and Office district, as shown on the attached map, out of that portion of the existing “GR” General Residence district along portions of South Park, Lebanon, and Summer Streets and Summer Court, south of the southerly right-of-way line of Austin Avenue which forms the northerly lines of lots 100 and 101 shown on Assessors Map 34 as such line is extended westerly to the existing boundary between said “GR” General Residence district and the “I” Institutional district. More precisely this “RO” Residence and Office district shall comprise all or parts of Lots 69-84, 86, 100-109, and 111-114 and portions of adjoining street rights-of-way which are presently located within said “GR” General Residence district.



Amendment No. 2—Proposed Zoning Map Amendment: GR-2 to RO

Full Text of Article 4: Zoning Amendment No. 3

Creation of Conservation Lot:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in *bold italics* and deletions in ~~*bold italics*~~.

- A. Amend Article IX by adding the following definition to Section 902:

“Conservation Lot:

A lot which is protected permanently through the grant of a conservation easement to a governmental agency or a conservation organization approved by the Planning Board in consultation with the Conservation Commission. The lot need not have road frontage but must have adequate access as approved by the Planning Board. Such conservation easement shall restrict the uses of the lot to silviculture, agriculture and non-commercial outdoor recreation conducted in accordance with sound conservation practices and shall otherwise be in form and substance satisfactory to the Planning Board in consultation with the Conservation Commission.”

- B. Amend Section 209.1 Minimum Lot Dimensions, by adding a subsection C, as follows:

“C. The minimum lot frontage specified in Sections 204 and 501.3 shall not apply to any conservation lot created under the following conditions:

- (1) The lot need not have road frontage but shall have adequate access, deeded in fee or by easement, as approved by the Planning Board.***
- (2) The lot shall be protected permanently through the grant of a conservation easement to a governmental agency or a conservation organization approved by the Planning Board in consultation with the Conservation Commission. Such conservation easement shall restrict the uses of the lot to silviculture, agriculture and non-commercial outdoor recreation conducted in accordance with sound conservation practices and shall otherwise be in form and substance satisfactory to the Planning Board in consultation with the Conservation Commission.”***

Full Text of Article 5: Zoning Amendment No. 4

Amendments to Front, Rear, and Side Setback Regulations and Exceptions:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in *bold italics* and deletions in ~~*bold italics*~~.

Amend 209.2 Front Setback Regulations and Exceptions by adding a new subsection 209.2 D and amend 209.3 Side and Rear Setback Regulations and Exceptions by adding a new subsection 209.3 C, both of which shall read as follows:

“Bus shelters and public utility structures or equipment, including, but not limited to, water and wastewater treatment and filtration plants and appurtenances thereto, which because of function cannot reasonably be located other than wholly or partially within a required setback, are permitted.”

Full Text of Article 6: Zoning Amendment No. 5

Park and Ride Facility:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted 6:0, with one abstention, to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in ***bold italics*** and deletions in ~~***bold italic strikethrough***~~.

- A. Amend Section 902, Term Definitions to add a definition of “Park and Ride Facility” to read:

“Park and Ride Facility:

A type of parking facility which is the principal use of a parcel of land of not less than five acres for parking of vehicles for persons who are employed at or seek to do business at some other location and for whom separate conveyance to and from such other location is provided by their employers, by the town, by public transit, by other commuters, or by some other party. A Park and Ride Facility may include such appurtenances as a waiting room, restroom, or shelter.”

- B. Amend Section 902, Term Definitions by adding to the definition of “Parking Facility” the words “a park and ride facility,” as follows:

“Parking Facility:

The use of land which constitutes the principal use, for the parking of vehicles including but not limited to a parking lot, a parking structure, a park and ride facility, or a parking garage”.

- C. Amend Tables 204.1 “BM” Service Business and Limited Manufacturing, 204.3 “OL” Office and Laboratory, and 204.4 “I” Institution, by adding the term “Park and Ride Facility” as a use Allowed by Special Exception, and amend Table 204.5 “GR” General Residence by adding the term “Park and Ride Facility on lots which front on a State numbered highway” as a use Allowed by Special Exception.

Full Text of Article 7: Zoning Amendment No. 6

Creation of a “GR-3” General Residence-3 Zoning District and Rezoning of Parcels in the Grasse Road Vicinity:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in *bold italics* and deletions in ~~*bold italics*~~.

- A. Amend Section 201 Establishment of Districts to include GR-3 district by inserting a reference to a “GR-3 General Residence, Three” District immediately after “GR-2 General Residence, Two.” so that this section shall read as follows:

“The Town of Hanover hereby is divided into the following districts as shown on the official zoning maps:

“...GR General Residence:

GR-1 General Residence, One

GR-2 General Residence, Two

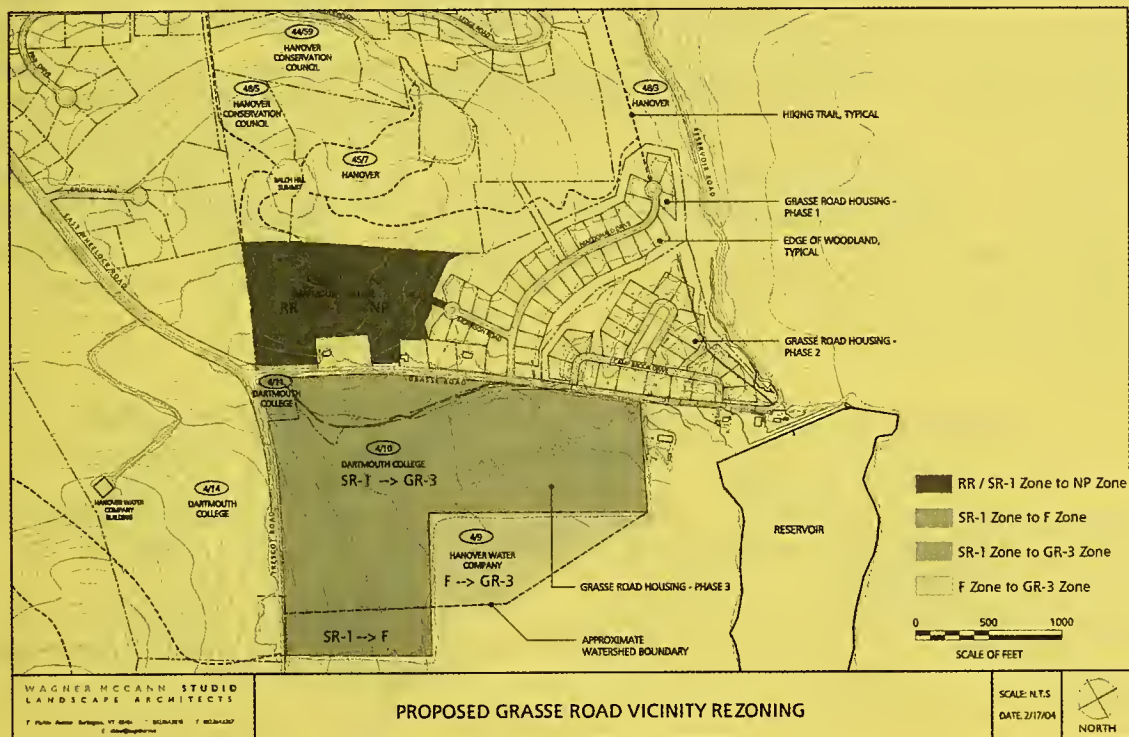
GR-3 General Residence, Three”

- B. Amend Section 202 Zoning Maps to show a new GR-3 General Residence-3 Zoning District and changes other zoning district changes as shown on the attached map:

- 1) The portion of Tax Map 4, Lot 9, located on the easterly side of Grasse Road, and which is within the watershed remains in the “F” Forestry and Recreation District. A 13.0 acre portion of Tax Map 4, Lot 9 which is not in the watershed is rezoned to be included within the new “GR-3” General Residence, Three District.
- 2) An 8.6 acre portion of Tax Map 4, Lot 10, located on the easterly side of Grasse Road and the northerly side of Trescott Road, and which is within the watershed, is rezoned to be included within the “F” Forestry and Recreation District. The remaining portion of that lot which is not within the watershed is rezoned to be included within the “GR-3” General Residence, Three District.
- 3) Tax Map 4, Lot 11, located at the intersection of the easterly line of Grasse Road and the northerly line of Trescott Road, is rezoned to be included with the “GR-3” General Residence, Three District.
- 4) Tax Map 45, Lot 20, located on the westerly side of Grasse Road, is rezoned to “NP” Natural Preserve District.

This chart summarizes the current zoning and the proposed zoning for each of the affected properties:

Land- Map/Lot-description	Current Zoning	Proposed Zoning
4/9 - portion within watershed	F	F (no change)
4/9 - 13.0 acres not in watershed	F	GR-3
4/10 - 8.6 acres within watershed	SR-1	F
4/10 - portion not in watershed (plus parcel 4/11 totals 64.7 acres)	SR-1	GR-3
4/11- entire parcel	SR-1	GR-3
45/20 - entire parcel (18 acres)	RR and SR-1	NP



- C. Amend Table 204.5 General Residence by modifying the “Objective” statement as shown below, by adding “Planned Residential Development (PRD) (GR-3 only*)” to the Permitted Use Column, by adding “(GR-1 and GR-2 only)” to the reference to Planned Residential Development (PRD) in the list of uses Allowed by Special Exception, to place the statement “*Multi-family dwelling is a permitted use if part of a Planned Residential Development in the GR-3 Zone” at the end of the table of uses, to include GR-3 in the Area and Dimensions table along with dimensional stipulations as shown below:

“TABLE 204.5 "GR" General Residence

Objective:

Within any community that has a built-up area with organized community services such as fire and police protection and community water and sewer service, it is necessary to provide areas for high *and moderate* density residential dwellings in a range of dwelling units from single family to multi-family. The location of these units depends on the readily available community services and the existing or potential servicing of these areas by Public Water and sewer systems. Thus, these areas are found within or adjacent to the presently built-up area of the community. ~~Two Three~~ districts in the General Residence District are provided for. ~~Both of~~ These districts have similar uses and Special Exceptions, *with additional residential uses permitted in the GR-3 District.* ~~but The GR districts have~~ different lot *and Planned Residential Development (PRD)* regulations depending upon their accessibility, present density and relationship to certain municipal services and facilities.

Uses:

<u>Permitted Uses:</u>	<u>Allowed by Special Exception:</u>
Uses permitted only if all area and dimensional requirements in table below are met.	
1. One-Family dwelling	1. Multi-family Dwelling*
2. Two-Family dwelling	2. Planned Residential Development (PRD)
3. <i>Planned Residential Development (PRD)</i> <i>(GR-3 only) *</i>	<i>(GR-1 and GR-2 only)</i>
4. Use accessory to permitted use	3. Recreation, outdoor
	4. Child Day Care Agency
	5. Continuing Care Retirement Community (CCRC)
	6. Church
	7. Residential Institution
	8. Student Residence
	9. Private Club
	10. Essential Service
	11. Produce Stand
	12. Passenger Station
	13. Governmental Use: limited to public safety, education, recreation
	14. Forestry
	15. Use accessory to Special Exception

** Multi-family dwelling is a permitted use if part of a Planned Residential Development in the GR-3 Zone.*

Area and Dimensions:

(all measurements in feet and inches unless otherwise stated)

District	Class*	Minimum Lot Size		Area per Additional Family	Minimum Setbacks			Maximum Height	Building Footprint	Lot Coverage
		Area	Frontage**		Front	Side	Rear			
GR-1	1	10,000	80	5,000	30	15	20	35	ii	ii
	2	15,000	125	10,000	30	15	30	35	ii	ii
GR-2	1	10,000	80	i	20	10	20	35	ii	ii
GR-3	1	21,780	80	21,780	20	10	20	35	ii	ii

- i: 3,000 square feet for second family; 2,000 square feet for each additional family.
- ii: For lots of 20,000 square feet or less, building footprint shall not exceed 35% and lot coverage shall not exceed 65%; for lots of more than 20,000 square feet, building footprint shall not exceed 55% and lot coverage shall not exceed 80%.

* Explanation appears in Section 208.

** For lots on the turnaround portion of cul-de-sacs, see Section 209.1.

- D. Amend Section 323 Noise Standards by inserting a reference to the GR-3 district in section 323.1 as shown below:

“323.1 Table of Restrictions:

Noise beyond the limits set forth in this section shall be prohibited:

A. Use Districts:

Use District A represents the GR-1, GR-2, **GR-3**, SR-1, SR-2, SR-3, RR, F and NP Zoning Districts.

Use District B represents the BM, B-1, B-2, OL, and I Zoning Districts.”

- E. Amend Section 502 Planned Residential Development by modifying Sections 502.1, 502.3, 502.4 and 502.5 as shown below:

“502.1 Objective:

The objectives of a Planned Residential Development are to encourage flexibility of design and development in OL, RR, and GR Districts, and allow a more useful and flexible pattern of housing types which may include multi-family dwellings; to allow for the economic advantage of smaller networks of streets and utilities; and to encourage the preservation and recreational use of Open Space in harmony with the natural terrain, scenic qualities and outstanding features of the land. Neighborhood retail sales are allowed in RR District only.

502.3 Area and Setbacks:

A. Minimum areas of land for Planned Residential Developments:

The minimum area of land shall be not less than 50 acres in the Rural Residential District; 5 acres in the Office and Laboratory District and in the General Residential-1 District; **and 2 acres in the General Residential-2 District; and 20 acres in the General Residential-3 District.**

B. Minimum setbacks for Planned Residential Developments:

- (1) All buildings and/or parking in the Planned Residential Development shall be set back from a public street existing at the

time of initial application not less than:

<u>District</u>	<u>Setback</u>
RR	100 Feet
OL	30 feet
GR-1	30 feet
GR-2	20 feet
GR-3	20 feet

- (2) All buildings and/or parking in the Planned Residential Development shall be set back from abutting property lot lines existing at the time of initial application not less than:

<u>District</u>	<u>Setback</u>
RR	50 feet
OL	20 feet
GR-1	20 feet
GR-2	20 feet
GR-3	20 feet

C. Minimum Setbacks & Other Dimensional Requirements Within Planned Residential Developments:

Within Planned Residential Developments, the setback requirements in Section 204.5 and 204.7 do not apply, and there are no fixed setback requirements for zoning purposes. The distances between buildings and distances between buildings and streets within the PRD are determined under the Subdivision Regulations. *In addition, in a PRD in the GR-3 Zone, Area and Dimensional Requirements from Table 204.5 do not apply and there are no minimum required Area per Additional Family, Setbacks, Building Footprint or Lot Coverage, but a) the minimum lot size shall be 5000 square feet, b) the minimum lot frontage shall be 40 feet and c) the maximum height shall be 35 feet.*

502.4 Maximum Density in Planned Residential Development:

- A. The maximum number of dwelling units shall not exceed the following:
- (1) RR: One unit for each 3 acres;
 - (2) OL: One unit for each 10,000 square feet; one additional unit for each additional 5,000 square feet;
 - (3) GR-1: One unit for 10,000 square feet and one additional unit for each additional 5,000 square feet;
 - (4) GR-2: One unit for 10,000 square feet; one unit for next 3,000 square feet; and one unit for each additional 2,000 square feet.
 - (5) **GR-3: One unit for each half acre.**
- B. Where the proposed PRD is located in more than one zoning district, the total land of these districts may be used to calculate the density based on the total land in each of these districts; however, all buildings which occur can only be in a zoning district in which Planned Residential developments are permitted. Section 302 is not applicable in developments where this provision is employed.

502.5 Other Requirements:

The following requirements shall be included in any Planned Residential Development:

- A. All dwelling units must be connected to the municipal sewer system and the Town's central water system.
- B. A minimum of ***45% of the area in the GR-3 District, and*** 65% of the area ***in all other Districts,*** shall be retained for open space and outdoor recreational areas.
- C. Two or more buildings are required, and no building shall contain more than 10 dwelling units in RR, and no building shall contain more than 15 dwelling units in OL and GR.”

Full Text of Article 8: Zoning Amendment No. 7

Satellite Dish Antennae in the “D-1” Downtown District:

At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting approve this zoning amendment:

Proposed new wordings are shown in ***bold italics*** and deletions in **~~*bold-italic strikethrough*~~**.

Change Section 210.1 M to add “D-1” to the second sentence, thereby allowing satellite dish antennas in the “D-1” downtown zoning district, so that this Section shall read as follows.

“M. Satellite Dish Antenna:

Satellite dish antenna systems for private, non-commercial reception in residential districts provided the front, side and rear setback regulations in Section 209 are met. A system for commercial or non-commercial use may be located in the ***D-1***, B, BM, I and OL districts provided the setback regulations of Section 209 are met, or may be located on the roof of a principal structure in the ***D-1***, B, BM, I and OL districts. Such systems may extend above the height limit specified in Section 204. In all Districts, no restrictions shall apply to the location of satellite dish antenna systems with a diameter of 24” or less.”

Full Text of Article 9: Zoning Amendment No. 8

Design Criteria for Single Family Residential Development:

This amendment was submitted by petition. At a Public Hearing held on March 23, 2004, the Hanover Planning Board voted unanimously (7:0) to recommend that Town Meeting NOT approve this zoning amendment:

Proposed new wordings are shown in ***bold italics*** and deletions in **~~*bold-italic strikethrough*~~**.

Amend Article III, by adding a new Section 327 Building Characteristics with a subsection entitled Residential Design Criteria for A Single Family Residential

Development, which includes objectives and guidelines dealing with site planning, landscaping and house design, as follows:

“Section 327.2 Residential Design Criteria for A Single Family Residential Development

Objective: The purpose of this section of the zoning ordinance is to provide guidelines to developers wishing to subdivide tracts of land within the Town of Hanover, in order to preserve the scenic character of Hanover, while meeting the demands of the single-family residential market and respecting the rights of property owners. These design criteria promote variation in building placement, landscaping and outward appearance to create varieties along streets.

Guidelines: For subdivisions of two houses or more, in addition to other zoning restrictions, the following design criteria shall apply:

- A. ***Site Planning:*** Developers shall vary the placement of homes and other structures by varying the setbacks from the street, the orientation in relation to the street, the distance between the homes, and/or the orientation of the homes to each other, depending on the limitations of the land to create visible diversity when viewing the houses from the street and to fit into the pre-existing character of the neighborhood.
- B. ***Landscaping:*** Developers shall vary landscaping- including plantings, stonework, walkways, and driveway length- from lot to lot to create a variety in the overall appearance of homes within the subdivision. As much care as possible shall be given toward preserving existing terrain features, trees and other natural vegetation, particularly in the rural “RR” areas.
- C. ***House Design:*** While all houses within the subdivision may be of the same style, e.g. cape, colonial, contemporary, there must be at least three different house designs within the subdivision (two different designs for a two-house subdivision). Houses of the same design cannot be next to each other. House designs shall differ by at least four of the following criteria:
 - 1. Varied garage placement and garage door style
 - 2. Varied house entrance design
 - 3. Varied window style
 - 4. Varied porch and/or deck design and placement
 - 5. Varied house height
 - 6. Varied size (external square footage)
 - 7. Varied color
 - 8. Varied façade and roof lines”

KENDAL

RIVERCREST HOUSING

proposed
roundabout

PROF.
OFFICES

alternate location
for roundabout

DARTMOUTH
PRINTING

PROPOSED
MIDDLE
SCHOOL

STORRS
POND
RECREATION

DAK
HILL

RAY ELEMENTARY
'SCHOOL

RESERVOIR

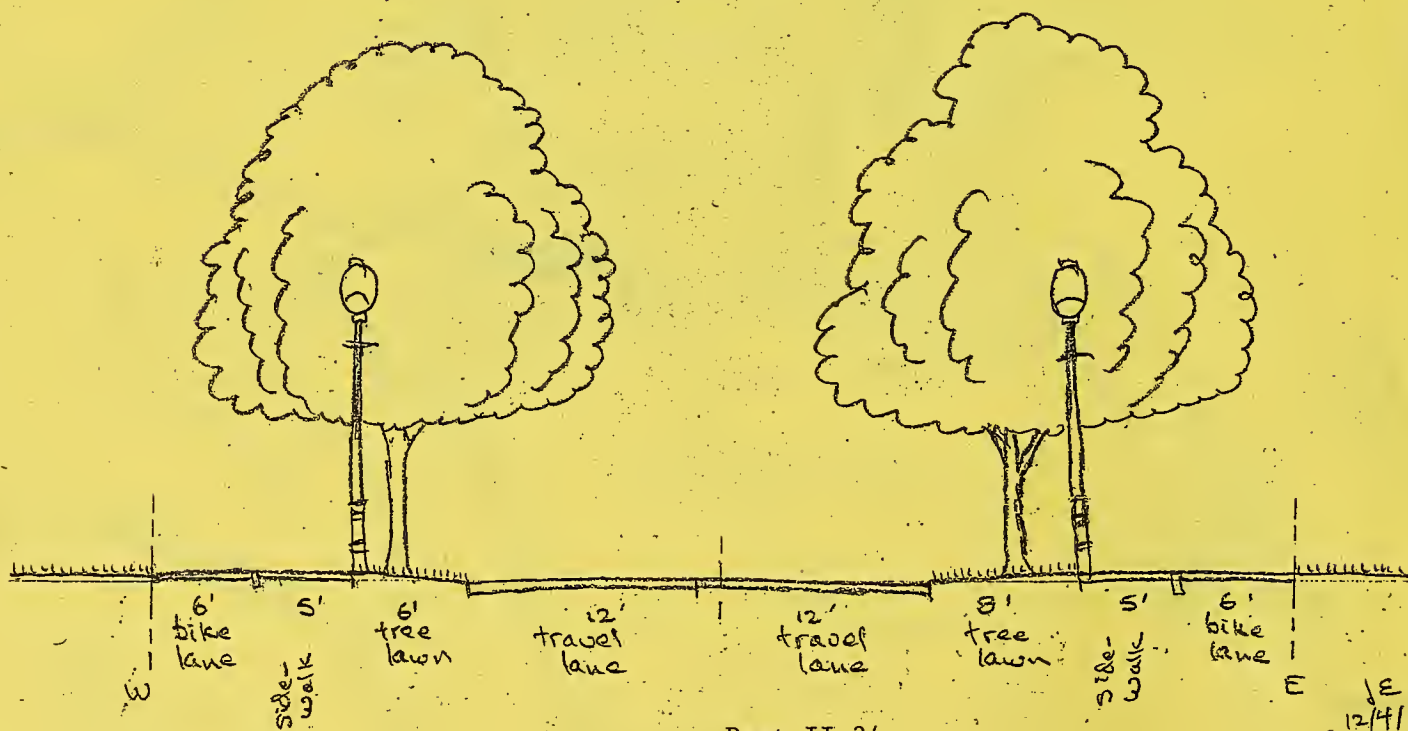
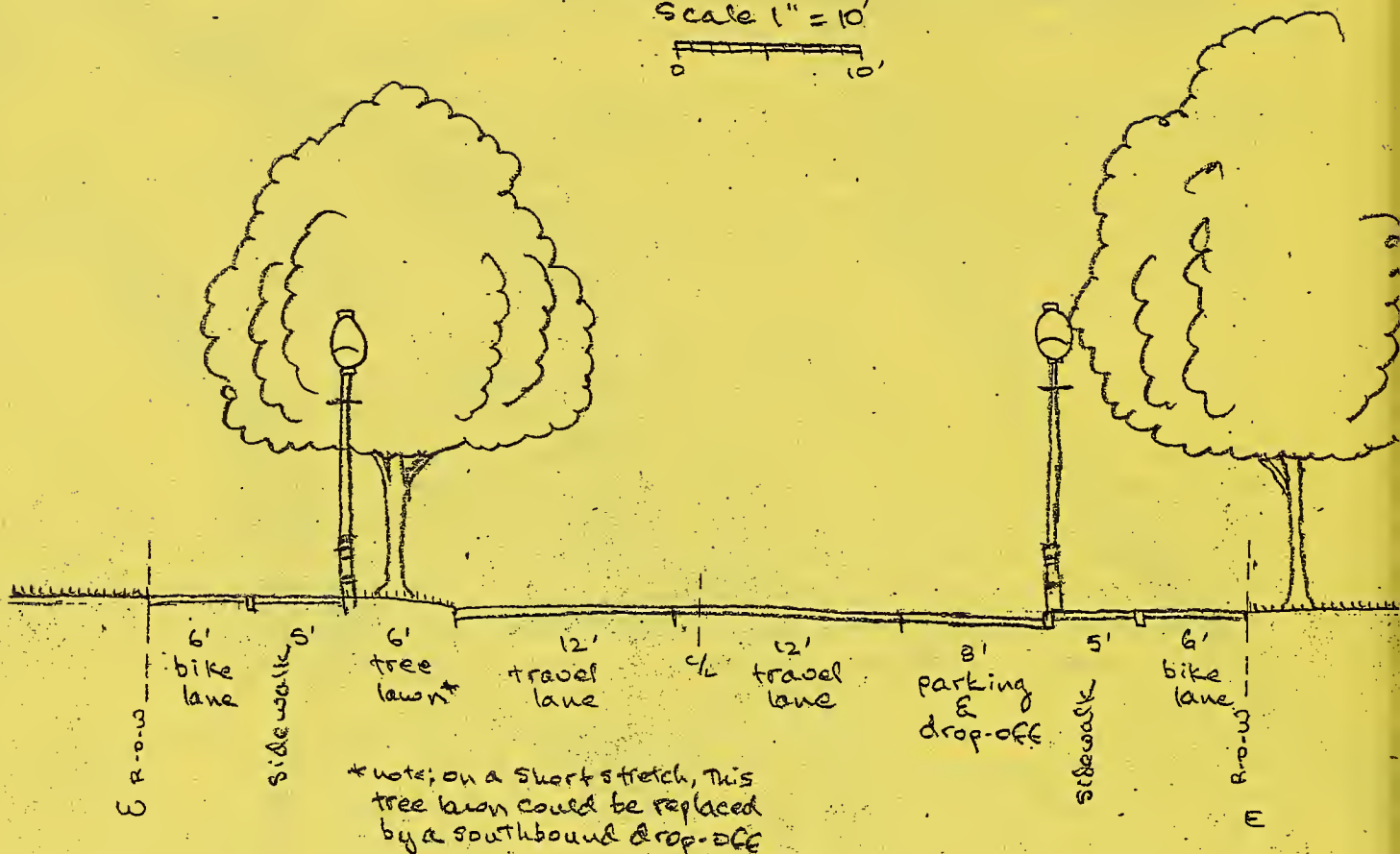
DARTMOUTH RECREATIONAL FIELDS

BALCH
HILL

ARTICLES 21 & 22
DRESDEN VILLAGE CENTER
Lyne Road - Route-10

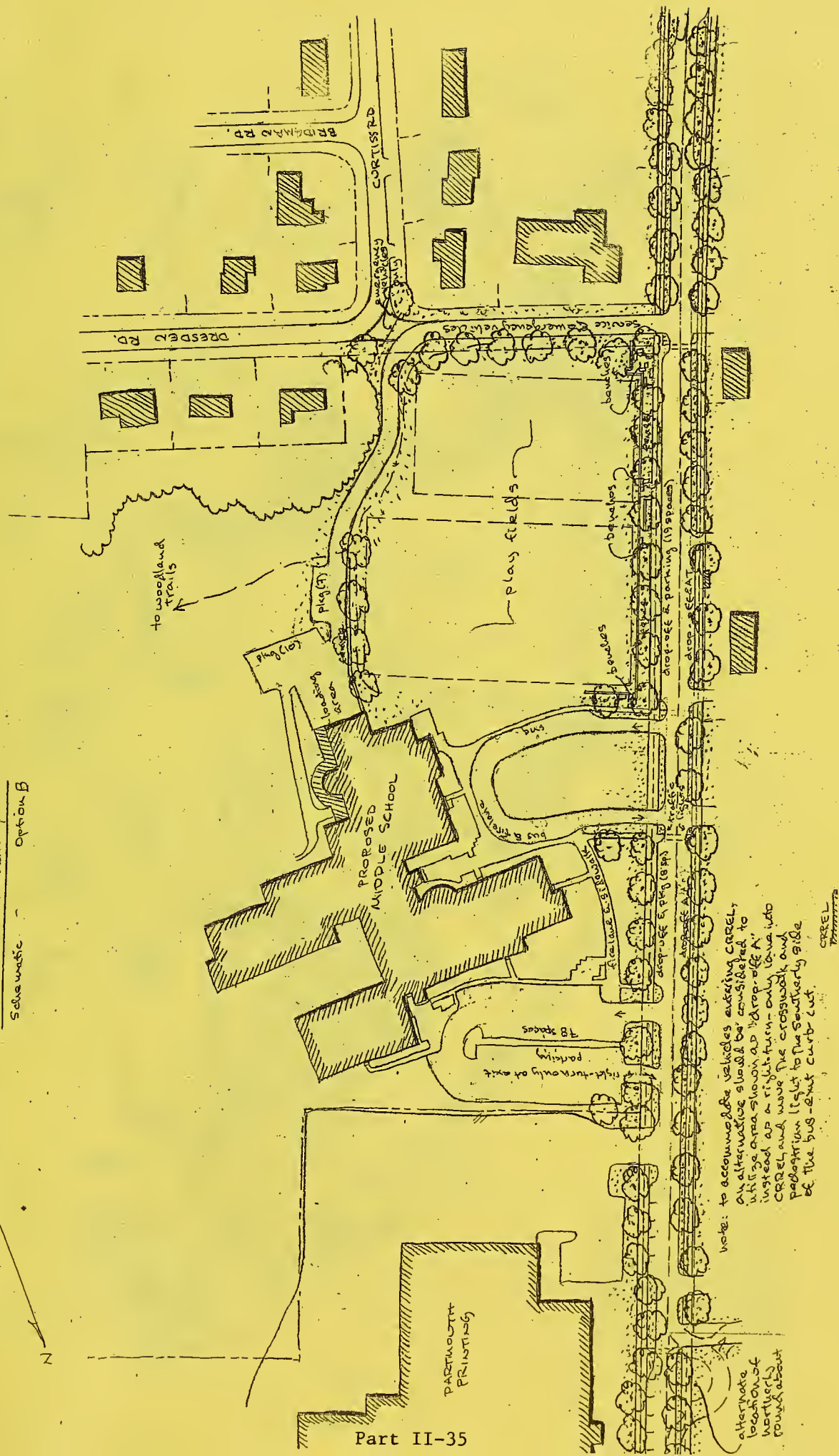
Schematic Cross-section
looking north

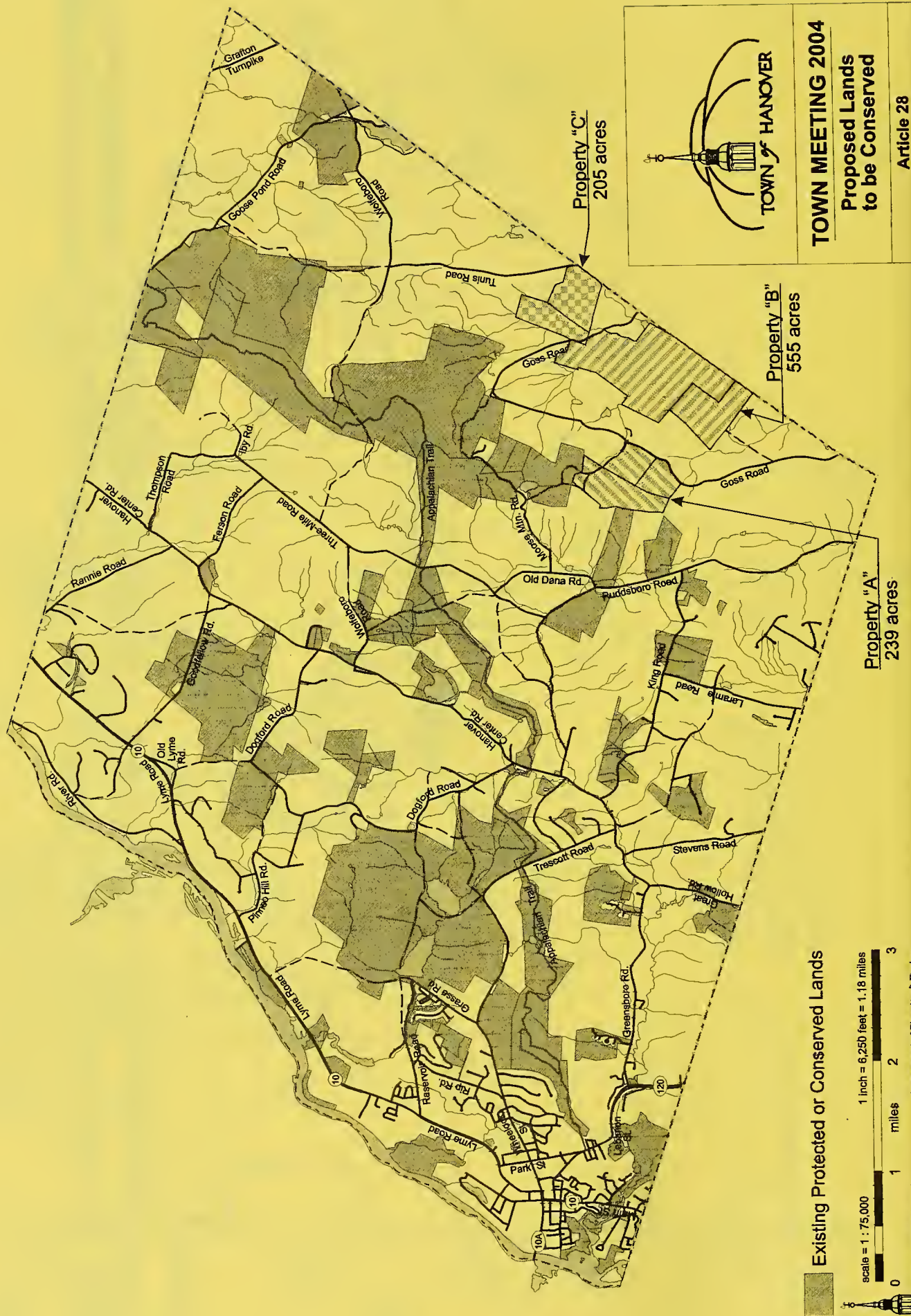
Scale 1" = 10'
0 10'



PROPOSED MIDDLE SCHOOL
& ORESSEN VILLAGE CENTER
STREETSCAPE DESIGN

Schematic - Option B





Comparison of 1971 and Proposed Revised Finance Committee Constitutions

	<u>Current</u>	<u>Proposed</u>
Composition	7 Members 1 from Hanover School Board 1 from Hanover Selectboard 5 at Large	Same
Appointments and Terms of Office	3 Years Jointly picked by Moderators of Hanover School Board and Town of Hanover May be reappointed	Same
Vacancies	Filled within 30 days by Moderators	Same
Articles of Agreement	States there shall be a Finance Committee—Duties as voted by Town	Same
Duties: Budgetary Guidelines	Submit to Boards by Sept. 15 Or by mutually agreed upon time Town and School shall not vote on items that go beyond HFC guidelines without first re-conferring with the Committee	None Required: Required to monitor budget process of Town of Hanover, Hanover School District and, in conjunction with the Norwich, Vermont Finance Committee, the Dresden School District
Hold Public Hearing	Yes-7 days before Town and School Annual Meetings	None Required: Duties are to educate residents on proposed budgets and their financial implications and to opine at public meetings.
What it Does	Confer with Boards and other concerned citizens to study costs of Government revenues anticipated and services performed	To provide advisory review To monitor budget process To review, interpret and analyze budgets

Comparison of 1971 and Proposed Revised Finance Committee Constitutions...cont'd

	<u>Current</u>	<u>Proposed</u>
	Has the right to request any and all financial records and receipts if deemed necessary	To opine on budgets and other major \$ expenditures of town and school To make recommendations and be a resource on financial matters
Hanover Finance Committee (HFC) Reports	Findings and report of the HFC shall be printed in Town Report	Written summary to be included in the Town and School District Reports
Budget Disagreement	Both amounts shall be listed in annual report Moderator may call for separate votes. Such votes are not legally binding upon board but for purpose of measuring public opinion	Silent on issue
Emergency Funds	If a Governing Body needs to call a special public hearing to obtain Emergency funds, written approval of HFC shall be obtained first	No requirement
Fiscal Planning	It is the duty of HFC to obtain long range plans for major capital expenditures and to correlate the plans and budgets so combined annual tax rates will not have wide fluctuations It is also the duty of HFC to conduct long range studies regarding sources of revenue and fiscal policy	Not specifically stated but could be interpreted as: To monitor the budget process of Town of Hanover, Hanover School District and, in conjunction with the Norwich, Vermont Finance Committee, the Dresden School District
Appropriation	If HFC needs funds to carry out its work, it should submit a budget item which may be divided equally among the budgets of Hanover Schools and Board of Selectmen	Same but adds: or alternatively allocated proportionally to for which funds are required

May 20, 1977

APPROVED TOWN MEETING – March 9, 1971

HANOVER FINANCE COMMITTEE CONSTITUTION

COMPOSITION

The Hanover Finance Committee shall consist of seven members whose names are on the town check-list. The Committee shall consist of one member from the Hanover School Board, one member from the Hanover Board of Selectmen, and five members-at-large.

A majority shall be property tax payers. Evidence of this shall be the inclusion of their names on the tax warrant submitted to the tax collector by the Selectmen.

The Finance Committee shall elect its own chairman from the members-at-large who shall retain his right to vote.

The representatives from the Hanover Board of Selectmen and the Hanover School Board shall have the right to vote.

APPOINTMENTS AND TERM OF OFFICE

The term of office for members-at-large shall be three years. New members-at-large shall be jointly appointed by the moderators of the Hanover School District and the Town of Hanover. The appointments shall be staggered so that no more than two members-at-large shall be replaced or reappointed in one year. The Representatives from the Hanover School Board and the Board of Selectmen shall be appointed annually by their respective boards. All members may be reappointed.

VACANCIES

Vacancies in the membership of the Finance Committee shall be filled within 30 days using the above described appointment procedures. The term of such an appointee shall coincide with that of the member being replaced.

DUTIES

The duties of the Hanover Finance Committee in respect to the Dresden School District budget are described under the Articles of Agreement of the Interstate School Compact as adopted at the Dresden District meeting on March 1, 1971.

The Hanover Finance Committee shall submit budgetary guidelines to the Hanover Board of Selectmen and the Hanover School Board at a joint meeting by September 15, or such other date as is mutually agreeable and necessary to precede budget preparation. The Hanover Board of Selectmen and Hanover School Board shall prepare the annual budgets in such form and at such time as the Finance Committee shall request. The Boards shall not vote approval of their budgets that go beyond the Finance Committee guidelines without first reconfering with the Finance Committee.

The Finance Committee shall hold a public hearing at least seven days before the Town and School annual meetings, notice of which shall be given at least seven days in advance. The purpose of this hearing shall be to present the recommendations of the Finance Committee concerning the proposed Town and School budgets.

The Finance Committee shall confer with the Hanover Board of Selectmen and the Hanover School Board and other concerned citizens as may be necessary to study the costs of government, revenue anticipated, and services performed. Each of these groups shall be instructed to prepare and submit to the Finance Committee itemized statements with expected receipts and expenditures for the ensuing year, in such form and at such time as the Committee shall fix. The Finance Committee shall at all times have the right to request any and all financial records if deems necessary.

When completed, the budgets shall be printed in the annual report of each governing body. The findings and report of the Finance Committee shall be printed in the Town Report.

Should there be a disagreement between the Finance Committee and either the Hanover Board of Selectmen or the Hanover School Board over amounts recommended for any item in the budget, the amount recommended by the governing body shall be given - followed immediately by the amount recommended by the Finance Committee for the same item. In all such cases, the Moderator may call for a separate vote on each item on which there is a disagreement. Such votes are not legally binding upon the Boards but are solely for the purpose of measuring public opinion.

The Finance Committee shall expect each governmental body to remain within its budget, but in case it appears that emergency funds will be needed in addition to amounts raised at the annual meeting, then written approval of the Finance Committee shall be obtained before the governmental body can call a special public hearing.

FISCAL PLANNING

It shall be the duty of the Finance Committee to obtain from each of the governmental bodies its long range plans for major capital expenditures and to consult with all other committees having to do with proposed future expenditures of Town or School District monies and to so correlate the plans and budgets that combined annual tax rates will not have wide fluctuations. It shall also be the duty of the committee to conduct long range studies regarding sources of revenue and fiscal policies.

FINANCE COMMITTEE APPROPRIATION

If the Finance Committee feels that funds are needed to carry out its work, it shall submit a budget item which may be divided equally among the budgets of the Hanover School District and the Board of Selectmen.

**Proposed Revised Constitution
Hanover Finance Committee**

COMPOSITION

The Hanover Finance Committee shall consist of seven members whose names are on the town voter checklist. The Committee shall consist of one member from the Hanover School Board, one member from the Hanover Board of Selectmen, and five members at-large.

A majority shall be property taxpayers. Evidence of this shall be the inclusion of their names on the tax warrant submitted to the Tax Collector by the Selectmen.

The Finance Committee shall elect its own Chairman from the members-at-large who shall retain his/her right to vote.

The representatives from the Hanover Board of Selectmen and the Hanover School Board shall have the right to vote.

APPOINTMENTS AND TERM OF OFFICE

The term of office for members-at-large shall be three years. New members-at-large shall be jointly appointed by the Moderators of the Hanover School District and the Town of Hanover. The appointments shall be staggered so that no more than two members-at-large shall be replaced or reappointed in one year. The representatives from the Hanover School Board and the Board of Selectmen shall be appointed annually by their respective boards. All members may be reappointed.

VACANCIES

Vacancies in the membership of the Finance Committee shall be filled within 30 days using the above described appointment procedures. The term of such an appointee shall coincide with that of the member being replaced.

DUTIES

- To provide advisory review of the Town of Hanover Budget and of the Hanover and Dresden School District Budgets to the Hanover Board of Selectmen, the Hanover and Dresden School Boards, and the residents of Hanover.
- To monitor the budget process of the Town of Hanover, the Hanover School District and, in conjunction with the Norwich, Vermont Finance Committee, the Dresden School District.
- To review, interpret and analyze the budgets as described above and to provide a written summary of these analyses to be included in the Hanover Town Report and the Hanover School District Report.
- To educate the residents of the Town of Hanover on the proposed budgets and their financial implications.
- To opine on budgets and other major financial expenditures of the Town and School Districts at their respective annual Town and School District Meetings and at other public meetings following adoption of the budgets by the respective Boards.

- To make recommendations to the Board of Selectmen, Town management, School Boards and the School Administrative Unit (SAU) on financial matters.
- To be a resource to the Board of Selectmen, Town management, School Boards and SAU on financial matters.

FINANCE COMMITTEE EXPENSES

If the Finance Committee feels that funds are needed to carry out its work, it shall submit a budget item which may be divided equally among the budgets of the School Districts and the Board of Selectmen, or alternatively allocated proportionally to entities for whom the funds are required.

Chapter 2

Selectmen, Town Manager and Budget Reports



Selectmen's Letter 2003-2004

Dear Hanover Citizens:

Usually, we use this letter to enumerate changes, accomplishments and issues across the many activities of the Town. In fact the Annual Report for the Town provides a detailed view of the operations of the Town during the past year from the perspective of the various departments, Boards and Commissions which carry out the Town's day to day business. It is a good report and worth reading.

We decided to use this report to celebrate three different experiences this past year which typify the strength of Hanover as a community of people.

Richard W. Black Community and Senior Center

On September 6, 2003, the Town formally dedicated the new Richard W. Black Community and Senior center. It was a thoroughly enjoyable celebration. The Lions Club and the Town Department Heads prepared a delicious pancake breakfast. People from all different age groups came to eat and explore this wonderful new facility which was all decked out in full festival decor. Attendees were able to enjoy crafts workshops, physical fitness demonstrations, games and wonderful performances by a local clown, magician and band. The weather was glorious and the crowd seemed to thoroughly enjoy all that the building had to offer that morning. Many attendees indicated how much they simply enjoyed seeing old friends and neighbors, and all agreed the pancake breakfast should become at least an annual town event.

In a formal ceremony the center was dedicated and in a surprise move, the multi-purpose room was dedicated to Willy Black who was the prime mover behind creating the center. Since it's opening, the center has served a wide array of uses: children hanging around after school to shoot some hoop, play games and expend energy, teen and adult dances, basketball and yoga, bridge and quilting, senior meals and meetings. It is truly a community center where people from all parts of Hanover's population meet, work and play.

Frances C. Richmond School

The process which is bringing us the new Richmond Middle School on Lyme Road is an extraordinary example of many diverse interests in the Town working and planning and compromising together. Highlights of the process include:

- The new Hanover Master Plan calls for concentrating growth in neighborhoods. The Master Plan was adopted in July after 100+ meetings over nine years. This nearly 300 page document provides the vision of Hanover's future development patterns and the underpinnings for the framework of ordinances that will allow the Town to guide development toward the Master Plan vision.
- The School Board's facilities planning sited the new Richmond Middle School in line with the Master Plan on a site on Lyme Road.
- The big decisions were in line, but as often is the case, the devil is in the details.
- State law grants schools exemption from some planning regulations. Emphasizing its connection to the community as a whole, the Dresden School Board agreed to have the Middle School plans subject to site plan review by the Planning Board.
- This set in motion a number of Planning Board hearings during the fall and winter.
- There was substantial input from the Conservation Commission.
- The immediate neighborhood had a number of concerns with the original plans and their impact.
- As the hearings progressed, Town staff advanced some thoughts relative to roads, streetscape and parking.
- The Dresden Board listened to the concerns and possibilities suggested and advanced plan modifications to meet the concerns, without compromising the educational program.
- Through a public process of give and take, question and compromise some changes were agreed upon and the project is progressing with a fall of 2005 opening target.

Generations of new Dresden Middle School students will have a wonderful new school which meet the educational needs of our students for decades to come, but this was a given.

The extraordinary result is that the Town gets a major school facility which is planned into the fabric of Hanover. The school itself will serve as the center point for a new neighborhood center for the northern end of Town. The needs of the existing local neighborhood have had substantial influence on the design in ways which ultimately create a much better integration of the school with the fabric of the Town. There are recreation and open space facilities planned in conjunction with the school building itself. There are road improvements which support the school's needs and also set the base for a walking neighborhood to develop in this area over the coming years.

Usually town Master Plans are dreams which struggle to be realized in the face of private ownership interests and development economics. And often public facilities are created in a vacuum, optimizing only the interests of the organization which needs the facility. Hanover has been blessed by the hard work and spirit of cooperation and compromise which has brought us the plans for the new Richmond Middle School.

By this letter, the Selectmen proclaim the Town's thanks to all involved and especially:

- The Dresden School Board
- The Hanover Planning Board
- The Hanover Zoning Board
- The Hanover Conservation Commission
- Concerned local neighbors, and
- Town staff from Planning and Zoning, Public Works, Fire, Police and the Recreation Department

You have worked together to create a plan of which we all can be proud.

Pond Party 2004

One part of community is hard work. Another facet is just pure fun.

On February 14, 2004 we celebrated the 7th annual Pond Party at Occom Pond. It felt like everyone in Town was there. On a lovely February day there were:

- Octogenarians skating
- Dartmouth students from the Tucker Foundation describing public service involvement opportunities
- Teams of teens challenging each other in the couch potato race
- Lots of babies in backpacks and snugglie's
- Hockey jocks and elegant figure skaters
- Moms and Dads, some with infants
- Cake and hamburgers and hot chocolate and cokes
- Ice sculptures
- A continuous line of children and adults sliding out of the Ice Castle

By some counts there were 2,500+ people who attended the Pond Party. (And the population of Hanover, including students, is just a bit over 10,000). What a special day.

From the opportunities which the new Community and Senior Center provide, through the hard work of Planning Board review of the new Richmond Middle School to the pure fun of the Pond Party, we have been strengthened as a community in this past year.

As always, Hanover is its people and this year we proved again that we can work and play together.

Hanover Board of Selectmen

Brian F. Walsh
Katherine S. Connolly
William R. Baschnagel
Judson T. Pierson, Jr.
Peter L. Christie

Town Manager's Budget

2004-2005 PROPOSED BUDGET

The FY 2004-2005 Budget, as proposed by the Selectmen for Town Meeting action, recommends total appropriations in the amount of \$15,523,032 for all funds except the Housing Fund, which is approved directly by the Housing Authority Board. This represents an increase of \$993,003 or 8.1% over the total appropriations approved for tax supported funds (General, Fire, and Parking Funds) for FY 2003-04, and a decrease of \$4,286,264 or 65.7% for non-tax supported funds (Wastewater Treatment Plant and Ambulance Funds) for FY 2003-04, including capital reserve purchases. The large decrease in non-tax supported funds is solely attributable to the \$4,705,000 upgrade for the wastewater treatment plant which was appropriated in FY 2003-04, an appropriation which is not repeated in FY 2004-05. There are several factors contributing to expenditure increases in the General, Fire, Parking, Wastewater Treatment Plant and Ambulance Fund proposed budgets. They are highlighted below by fund.

I. Tax Supported Funds

General Fund

In developing the proposed budget for FY 2004-2005, the Board of Selectmen directed staff to develop a recommended budget that would result in a General Fund tax rate increase of no more than 2.1%. The Board also agreed that the 2.1% tax rate increase was to be **net of the appropriation impact of the first of 20 annual payments of \$100,000** that the Town has committed to paying to Dresden as part of the Three Party Agreement beginning in FY 2004-05, which was overwhelmingly approved at the Special Town Meeting in October of 2002. This payment represents an additional 1.9% General Fund tax rate increase, resulting in a combined General Fund tax rate increase of 4.0%. Continuing concern about the impact of a somewhat sluggish economy, the political uncertainty surrounding Hanover's future status as a donor community in the statewide property tax structure, and the anticipated impact of the upcoming Dresden bond issue on local tax rates were all factors that led the Board of Selectmen to decide it was important for the Town to continue to be as frugal as possible, without compromising the core services upon which the community depends.

The Board conducted four public hearings over the course of two weeks in late February and early March, and chose to implement a combination of additional expenditure reductions and refinements of revenue estimates in order to restore several items to the budget which they felt were important to the community.

The proposed appropriation for the General Fund for FY 2004-2005 is \$9,297,862, which represents an increase of \$495,397 or 5.6% over the FY 2003-2004 appropriation. As always, the Town faced several challenges in attempting to finalize a proposed budget for the Board this year and a lengthy "wish list" is testament to our inability to fund all that we wanted. These

challenges included: 1) the need to budget \$120,000 in FY 2004-2005, to be combined with a similar requirement in FY 2005-2006, to fund 80% of the improvements targeted for Lyme Road between Reservoir Road and Rivercrest/Kendal to facilitate construction of the new Richmond Middle School adjacent to Dartmouth Printing; 2) the desire to provide additional staffing for the Community Center to insure adequate coverage at night and on the weekends in order to effectively accommodate the many, many groups that would like to use the facility seven days per week; 3) the need to gear up for the expansion and renovation of the Howe Library by providing additional funding to replace old, failing windows in the original portion of the Library and to install a new, larger furnace that will serve the entire facility; 4) the need to insure that sufficient funding is set-aside in overlay so that the Town has an adequate reserve for abatements to accommodate any appeals filed as a result of the revaluation implemented in the summer of 2003; 5) increasing demands on the Town's website which will require increasing amounts of the MIS Director's time, necessitating the need to budget for a part-time MIS Technician to assist the MIS Director in the area of routine hardware and software repair and management; 6) the opportunity to help the Planning Board and Town staff rewrite the Zoning Ordinance based on the newly-adopted Master Plan Update by making the services of a consultant available so that the work can be done as quickly and efficiently as possible; 7) an increasing level of construction activity and related inspection requirements, necessitating the hiring of a part-time Electrical Inspector to assist the Building Inspector in keeping up with the inspection workload; and, 8) the need to replace the very old, outdated emergency generator at the Fire Department with one new generator which will serve the entire Public Safety complex, thereby enabling the Town to transfer the smaller Police Department generator to Town Hall to insure continuity of operations in this central facility.

Fire Fund

The Fire Fund Proposed Budget for FY 2004-2005 recommends appropriations totaling \$2,492,224, representing an increase of \$524,253 or 26.6%. The increase is largely due to the recommendation to purchase a new fire engine to replace Engine 4, which will be 27 years old at its time of replacement and is increasingly unreliable as the Main Station's second due, back-up engine. The purchase of the vehicle (\$340,000) is fully funded by an offsetting appropriation from the Fire Equipment Reserve. In addition, it is proposed that the Fire Fund pay for 50% of the cost of replacing the Public Safety building generator (\$24,000). Significant undesignated fund balance that has accumulated in the Fire Fund due to recent under-expended budgets also enables the Town to transfer \$54,632 to the General Fund and Ambulance Fund. This transfer helps to offset a General Fund tax rate increase that would have been required by the reduction in Ambulance service revenue as a result of the federally mandated Medicare and Medicaid disallowables.

Parking Fund

The Parking Fund operates on the revenues generated by the parking operation. Any deficit created by expenditures in excess of operating revenues can be paid for through a Parking District tax assessed against properties located in Parking District #1 and #2, bounded loosely by Crosby and Sanborn Lane on the east, East South Street and a portion of Dorrance on the south, School Street on the west, and West Wheelock Street on the north. The Parking Fund Proposed Budget for FY 2004-2005 recommends total appropriations of \$1,491,456, which represents a

decrease of \$26,647 or 1.8% below the current budget. The decrease is due to minor reductions in several accounts based on anticipated expenditures. No Parking District tax is recommended in FY 2004-05, largely due to the Fund's continuing robust revenue performance.

II. Non-Tax Supported Funds

Wastewater Treatment Plant Fund

The Wastewater Treatment Plant Fund Proposed Budget for FY 2004-2005 recommends appropriations totaling \$1,725,124, which represents a decrease of \$4,337,217 or 71.5% below the current budget. The decrease results from a return to a normal operating budget for FY 2004-05, after requesting and receiving approval to borrow up to \$3,000,000 million through the issuance of bonds and notes and to appropriate \$1,092,392 from undesignated fund balance and the Fund's capital reserve to implement a significant upgrade of the wastewater treatment plant in FY 2003-04. The operating budget does include funds to hire one additional Treatment Plant Operator for the facility, based on the facility's age and treatment load, as well as a recommended increase in the amount of funding contributed to the Equipment Reserve for the plant in anticipation that additional upgrades and equipment replacement will likely be required in the near future given both the age of the facility and rate of growth currently underway in both Hanover and Lebanon.

Ambulance Fund

The Ambulance Fund Proposed Budget for FY 2004-2005 recommends appropriations totaling \$516,366, which represents an increase of \$50,953 or 10.9% over the current budget. The increase is largely attributable to a reduction in revenue generated from ambulance service billing given the recently implemented Medicare and Medicaid disallowable levels which fall well below the amounts billed for BLS (Basic Life Support) and ALS (Advanced Life Support) service. As the rate of revenue collection is reduced by these federally mandated lower rates, the Town is forced to pay a larger portion of the operation's fixed costs. Just as the Town of Hanover's expenses for ambulance service will increase in FY 2004-05, so too will the costs billed to and incurred by the Town of Norwich and the Town of Lyme, both of which utilize the Hanover Fire Department for ambulance service.

TOWN OF HANOVER, NEW HAMPSHIRE
FINANCIAL STATEMENTS AND SUPPLEMENTAL SCHEDULES
FOR FISCAL YEAR ENDED JUNE 30, 2003

(Copies of Audited Financial Statements Available at Town Hall)

The Town of Hanover has not yet adopted Governmental Accounting Standards Board (GASB) Statement No. 34. This new accounting standard requires wholesale changes in the financial statements for all governmental agencies, both state and local. The major areas of change include: (1) reporting the Town's capital assets and the related depreciation of these assets; (2) a management discussion and analysis section; and (3) bringing the required financial statement presentation more in line with publicly traded companies.

As a local government entity with more than \$10,000,000 of certain revenues, the Town of Hanover was to have adopted this accounting standard with the financial statements for the fiscal year ended June 30, 2003. Because of the questionable benefit to taxpayers and the additional cost to determine historical asset cost and locate asset records, the Town is moving more slowly on this front. Although our insurance company, our bonding agency, and the state and federal governments do not currently require compliance with GASB 34, the Town of Hanover is taking the necessary steps to implement GASB 34 with the Fiscal Year 2004 audit.



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of
Selectmen and Town Manager
Town of Hanover
Hanover, New Hampshire

We have audited the accompanying financial statements of the Town of Hanover, New Hampshire as of and for the year ended June 30, 2003. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

Management has chosen not to implement Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. Therefore these financial statements are presented following the principles that were in effect prior to GASB Statement No. 34. Management has not presented government-wide financial statements to display the financial position and changes in financial position of its governmental activities and business-type activities. The financial statements presented do not contain separate statements for governmental, proprietary, if applicable and fiduciary fund types, nor are major and non-major funds separately identified and classified. The financial statements presented report expendable and nonexpendable trust funds, some of which should be reported as special revenue and permanent funds under the new reporting model. The financial statements also present an account group which should not be reported as such, but the information contained therein should be included in the government-wide financial statements were they presented. Also, the financial statements do not contain any information on capital assets because the government has not maintained historical cost records of such assets. Management has not presented a management's discussion and analysis as required. The amounts that would be reported in the missing statements and required supplementary information, and the effects of reclassifying and properly reporting the information presented are not reasonably determined.

In our opinion, because of the effects of the matters discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Town of Hanover as of June 30, 2003, or the changes in its financial position or its cash flows, where applicable, for the year then ended.

September 17, 2003

*Plodzik & Sanderson
Professional Association*



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INDEPENDENT AUDITOR'S COMMUNICATION OF REPORTABLE CONDITIONS AND OTHER MATTER

To the Members of the Board of Selectmen and Town Manager
Town of Hanover
Hanover, New Hampshire

In planning and performing our audit of the Town of Hanover for the year ended June 30, 2003, we considered the Town's internal control structure in order to determine the scope of our auditing procedures for the purpose of expressing our opinion on the financial statements. Our review of these systems was not intended to provide assurance on the internal control structure and should not be relied on for that purpose.

Under the standards established by the American Institute of Certified Public Accountants, reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities, in amounts that would be material in relation to the financial statements being audited, may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might constitute reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

During the course of our review of internal controls, no material weaknesses in the Town's accounting systems and records were identified.

New Reporting Standard

During June of 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. This statement drastically changes the way in which financial statements are prepared and requires additional information to be reported in order for the financial statements to be in compliance with accounting principles generally accepted in the United States of America. Statement No. 34 took effect for the Town of Hanover for the fiscal year ended June 30, 2003.

The Town has not implemented GASB Statement No. 34, but has presented the financial statements following the format that was in effect prior to GASB Statement No. 34. While we have conducted our audit following generally accepted auditing standards as we have in past years, we have issued an adverse opinion this year because the financial statements are not presented following the model established by Statement No. 34. As described more fully in our audit opinion, the financial statements are missing several required statements and supplementary information, and the format presented does not follow Statement No. 34. The opinion does not mean to imply that the figures presented are incorrect, but that they are not presented in accordance with generally accepted accounting principles.

We recommend that the Town of Hanover take action to implement GASB Statement No. 34 as required by accounting principles generally accepted in the United States of America.

Town of Hanover
Independent Auditor's Communication of Reportable Conditions and Other Matter

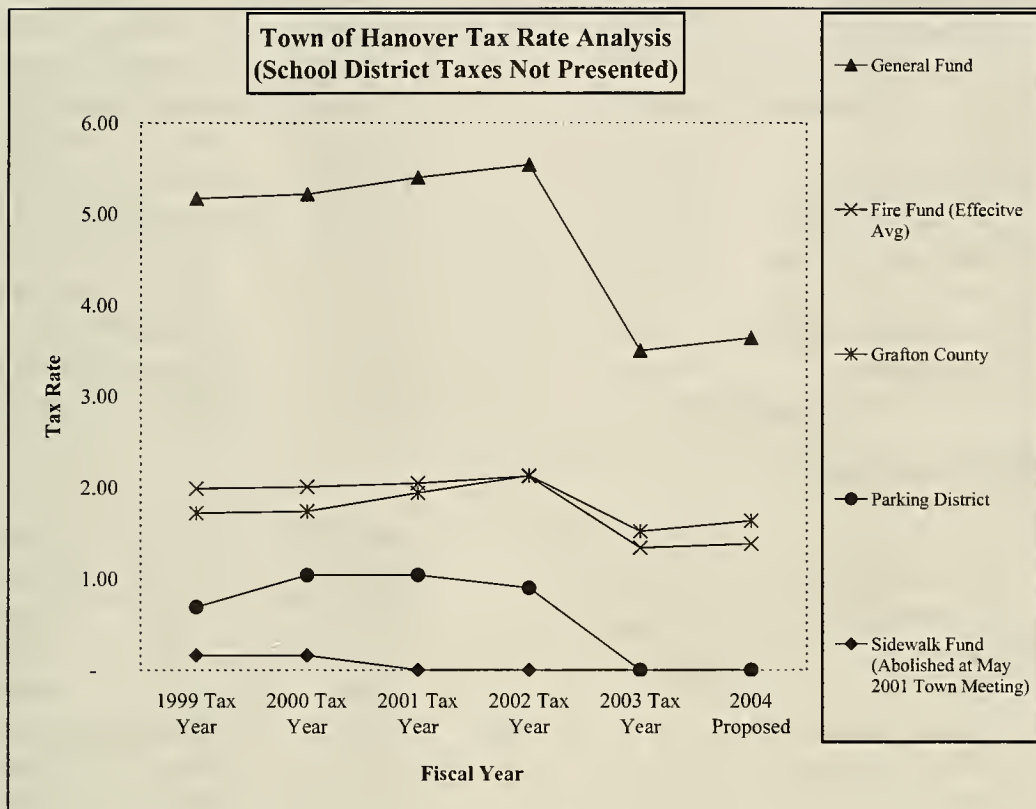
This report is intended solely for the information and use of management and others within the administration. This restriction is not intended to limit distribution of this report, which is a matter of public record.

September 17, 2003

Plodzik & Sanderson
Professional Association

TOWN OF HANOVER
Budget Analysis FY 2004-2005

	2003-2004	2004-2005	\$ CHANGE	% CHANGE
	Approved Budget	Proposed Budget	FY2003-04 to FY2004-05	
General Fund and Special Accounts				
General Government (Administration)	1,335,544	1,401,011	65,467	4.90%
Town Properties	436,265	484,859	48,594	11.1%
Police	1,298,249	1,402,562	104,313	8.0%
Public Works	2,544,957	2,672,600	127,643	5.0%
Health and Welfare	219,637	226,773	7,136	3.2%
Parks and Recreation	289,076	324,290	35,214	12.2%
Libraries	716,141	761,471	45,330	6.3%
Conservation Commission/Land Use Change	299,300	206,700	(92,600)	-30.9%
Affordable Housing Commission	3,000	3,000	-	0.0%
Unallocated	1,650,996	1,814,596	163,600	9.9%
Special Warrant Articles	9,300	-	(9,300)	-100.0%
Total General Fund and Special Accounts	8,802,465	9,297,862	495,397	5.6%
Tax Supported Funds:				
General	8,802,465	9,297,862	495,397	5.6%
Fire	1,967,971	2,492,224	524,253	26.6%
Parking	1,518,103	1,491,456	(26,647)	-1.8%
Total Expenditures-Tax Supptd. Funds	12,288,539	13,281,542	993,003	8.1%
Tax Subsidy	6,918,359	7,278,557	360,198	5.2%
Tax Ratio	56.30%	54.80%		-2.7%
Non-Tax Supported Funds:				
WWTP	6,062,341	1,725,124	(4,337,217)	-71.5%
Ambulance	465,413	516,366	50,953	10.9%
Total Non-Tax Funds	6,527,754	2,241,490	(4,286,264)	-65.7%
Grand Total All Funds	18,816,293	15,523,032	(3,293,261)	-17.5%
Capital Projects Funded from Capital Reserve Funds				
General Fund	192,998	224,609	31,611	16.4%
Fire Fund	-	340,000	340,000	-
WWTP Fund	908,228	75,662	(832,566)	-91.7%
Total Capital from Capital Reserve Funds	1,101,226	640,271	(460,955)	-41.9%
Grand Total All Funds Less				
Capital Reserve Purchases	17,715,067	14,882,761	(2,832,306)	-16.0%



Proposed Tax Rate % Change Analysis

Tax Year 2003 to 2004

General Fund	4.00%
Fire Fund (Effective Rate of Increase Across All Fire Districts)	3.20%
Parking	-
County (*Estimated Rate of Increase)	7.50%
Total All Taxes	4.67%

Town of Hanover Budget Summary

	<u>FY2004</u> <u>Adopted</u> <u>Budget</u>	<u>FY2005</u> <u>Proposed</u> <u>Budget</u>	<u>% Change</u>
<u>General Fund Revenues</u>			
Executive	52,500	54,000	2.86%
Administrative Services	1,174,625	1,235,425	5.18%
Planning and Zoning	292,400	407,075	39.22%
Police	245,318	284,517	15.98%
Public Works	618,357	655,578	6.02%
Health and Welfare	15,327	33,559	118.95%
Parks and Recreation	134,500	161,500	20.07%
Libraries	47,825	45,875	-4.08%
Conservation Commission	295,100	200,000	-32.23%
Unallocated	5,917,218	6,220,333	5.12%
Total General Fund Revenues	8,793,170	9,297,862	5.74%
<u>General Fund Expenditures</u>			
Personnel Costs			
Executive	149,123	150,918	1.20%
Human Resources	146,458	115,332	-21.25%
Administrative Services	273,468	275,648	0.80%
MIS	63,654	88,399	38.87%
Tax Assessing	111,593	116,597	4.48%
Planning and Zoning	288,021	280,057	-2.76%
Town Properties	47,830	50,375	5.32%
Police	1,301,223	1,376,009	5.75%
Public Works	1,217,025	1,217,531	0.04%
Health and Welfare	52,436	53,538	2.10%
Parks and Recreation	160,434	177,134	10.41%
Libraries	597,950	636,521	6.45%
Total Personnel	4,409,215	4,538,059	2.92%
Non-Personnel Costs			
Executive	112,750	117,200	3.95%
Human Resources	14,425	13,665	-5.27%
Administrative Services	85,156	83,465	-1.99%
MIS	32,937	36,230	10.00%
Tax Assessing	9,870	22,700	129.99%
Planning and Zoning	48,089	100,800	109.61%
Town Properties	388,435	434,484	11.86%
Police	(2,974)	26,553	-992.83%
Public Works	1,327,932	1,455,069	9.57%
Health and Welfare	167,201	173,235	3.61%
Parks and Recreation	128,642	147,156	14.39%
Libraries	118,191	124,950	5.72%
Conservation Commission	299,300	206,700	-30.94%
Affordable Housing Commiss.	3,000	3,000	0.00%
Unallocated	1,660,296	1,814,596	9.29%
Total Non-Personnel	4,393,250	4,759,803	8.34%

Town of Hanover Budget Summary

	<u>FY2004</u> <u>Adopted</u> <u>Budget</u>	<u>FY2005</u> <u>Proposed</u> <u>Budget</u>	<u>% Change</u>
Personnel and Non-Personnel			
Executive	261,873	268,118	2.38%
Human Resources	160,883	128,997	-19.82%
Administrative Services	358,624	359,113	0.14%
MIS	96,591	124,629	29.03%
Tax Assessing	121,463	139,297	14.68%
Planning and Zoning	336,110	380,857	13.31%
Town Properties	436,265	484,859	11.14%
Police	1,298,249	1,402,562	8.03%
Public Works	2,544,957	2,672,600	5.02%
Health and Welfare	219,637	226,773	3.25%
Parks and Recreation	289,076	324,290	12.18%
Libraries	716,141	761,471	6.33%
Conservation Commission	299,300	206,700	-30.94%
Affordable Housing Commiss.	3,000	3,000	0.00%
Unallocated	1,660,296	1,814,596	9.29%
Total General Fund Expenditures	8,802,466	9,297,862	5.63%
Tax Subsidy	4,948,015	5,214,965	5.40%
Tax Ratio	56.2%	56.1%	-0.22%
<u>Special Funds Revenues</u>			
Fire	1,967,971	2,492,224	26.64%
Ambulance	465,413	516,366	10.95%
WWTP	6,062,341	1,725,124	-71.54%
Parking	1,518,103	1,491,456	-1.76%
Total Special Funds Revenues	10,013,828	6,225,170	-37.83%
<u>Special Funds Expenditures</u>			
Personnel Costs			
Fire	1,071,159	1,092,734	2.01%
Ambulance	323,230	300,130	-7.15%
WWTP	436,153	489,626	12.26%
Parking	232,582	241,519	3.84%
Total Personnel	2,063,124	2,124,009	2.95%
Non-Personnel Costs			
Fire	896,812	1,399,490	56.05%
Ambulance	142,183	216,236	52.08%
WWTP	5,626,188	1,235,498	-78.04%
Parking	1,285,521	1,249,937	-2.77%
Total Non-Personnel	7,950,703	4,101,162	-48.42%
Personnel and Non-Personnel			
Fire	1,967,971	2,492,224	26.64%
Ambulance	465,413	516,366	10.95%
WWTP	6,062,341	1,725,124	-71.54%
Parking	1,518,103	1,491,456	-1.76%
Total Special Funds Expenditures	10,013,828	6,225,170	-37.83%

Town of Hanover Budget Summary

	<u>FY2004</u> <u>Adopted</u> <u>Budget</u>	<u>FY2005</u> <u>Proposed</u> <u>Budget</u>	<u>% Change</u>
Special Funds Tax Subsidy			
Fire District Taxes	1,885,344	1,978,592	4.95%
Fire Fund Tax Ratio	95.8%	79.4%	-17.13%
Parking District Taxes and Tax Increment			
Financing District	85,000	85,000	0.00%
Parking Fund Tax Ratio	5.6%	5.7%	1.79%
Total Special Districts Tax Subsidy	1,970,344	2,063,592	4.73%
Ratio	19.7%	33.1%	68.47%

Town of Hanover

Budget Detail FY 2004-2005

	<u>FY 2004</u> <u>Budget</u>	<u>FY 2005</u> <u>Proposed</u>	<u>%Change/</u> <u>Approved</u>
General Fund Department Budgets			
<i>Executive</i>			
<u>Revenues</u>			
01-092-219 Cable TV Franchise Fees	52,500	54,000	2.9%
Total Revenues	52,500	54,000	-100.0%
<u>Expenditures</u>			
Personnel Costs			
01-110-115 Board Salaries	9,500	9,500	0.0%
01-120-110 Town Manager-Full Time	134,623	136,418	1.3%
01-120-140 Town Manager-Overtime	5,000	5,000	0.0%
Total Personnel	149,123	150,918	6.2%
Non-Personnel Costs			
Board of Selectmen			
01-110-300 Professional Services	17,500	20,000	14.3%
01-110-500 Purchased Services	23,050	22,950	-0.4%
01-110-600 Supplies and Materials	7,400	7,400	0.0%
01-110-700 Operational Equipment	-	800	-
01-110-890 Cultural Exchange Pgms	4,000	4,000	0.0%
01-110-891 CATV Support/Franchise Fees	52,500	52,500	0.0%
Total Board of Selectmen	104,450	107,650	3.1%
Town Manager			
01-120-500 Purchased Services	4,000	4,550	13.8%
01-120-600 Supplies and Materials	1,850	2,550	37.8%
01-120-800 Education	2,450	2,450	0.0%
Total Town Manager	8,300	9,550	15.1%
Total Non-Personnel	112,750	117,200	3.9%
Activity Totals			
Board of Selectmen	113,950	117,150	2.8%
Town Manager	147,923	150,968	2.1%
Total Expenditures	261,873	268,118	2.4%
Net Expenditures	209,373	214,118	2.3%
<i>Human Resources</i>			
<u>Expenditures</u>			
Personnel Costs			
01-125-110 Human Resources-Full Time	108,897	115,332	5.9%
01-645-219 Compensation Adjustment	37,561	-	-100.0%
Total Personnel	146,458	115,332	-21.3%

Non-Personnel Costs

01-125-300	Professional Services	4,010	2,000	-50.1%
01-125-500	Purchased Services	5,280	6,280	18.9%
01-125-600	Supplies and Materials	3,685	3,685	0.0%
01-125-800	Auto/Conferences	1,450	1,700	17.2%
Total Non-Personnel		14,425	13,665	-5.3%

Total Expenditures	160,883	128,997	-19.8%
Net Expenditures	160,883	128,997	-19.8%

Administrative Services**Revenues**

01-092-210	Motor Vehicle Permits	1,120,000	1,180,000	5.4%
01-092-211	Transportation Fee	35,000	36,000	2.9%
01-092-215	Boat Licenses	1,000	-	-100.0%
01-092-220	Business Licenses/Permits	525	525	0.0%
01-092-230	Vendor Permits-Regular	1,000	2,300	130.0%
01-092-240	Town Clerk Fees	13,000	12,000	-7.7%
01-092-280	Dog Licenses	3,500	4,000	14.3%
01-097-770	Sale of Ordinances	600	600	0.0%
Total Revenues		1,174,625	1,235,425	5.2%

Expenditures**Personnel Costs**

01-131-110	Admin/Finance-Full Time	158,504	155,570	-1.9%
01-131-115	Treasurer-Part Time	5,000	5,000	0.0%
01-132-110	Revenue Collections-Full Time	50,281	52,423	4.3%
01-133-110	Town Clerk-Full Time	58,583	59,845	2.2%
01-133-115	Elections-Part Time	1,100	2,810	155.5%
Total Personnel		273,468	275,648	0.8%

Administration

01-131-300	Professional Services	3,000	7,637	154.6%
01-131-400	Property Services	8,771	6,821	-22.2%
01-131-500	Dues and Memberships	205	205	0.0%
01-131-600	Supplies and Materials	7,650	7,900	3.3%
01-131-700	Operational Equipment	500	500	0.0%
01-131-800	Auto/Education	550	600	9.1%
01-131-900	Charges from MIS	6,960	1,500	-78.4%
Total Administration		27,636	25,163	-8.9%

Revenue Collections/Tax

01-132-300	Professional Services	150	150	0.0%
01-132-400	Property Services	400	400	0.0%
01-132-500	Dues and Memberships	475	450	-5.3%
01-132-600	Supplies and Materials	3,800	3,500	-7.9%
01-132-800	Auto/Education	450	650	44.4%
01-132-900	Charges from MIS	2,410	3,485	44.6%
Total Revenue Collections/Tax		7,685	8,635	12.4%

Town Clerk

01-133-300	Professional Services	2,500	-	-100.0%
01-133-400	Property Services	900	1,500	66.7%
01-133-500	Dues and Memberships	1,500	1,600	6.7%
01-133-600	Supplies and Materials	6,525	6,800	4.2%
01-133-800	Auto Allowance	1,000	750	-25.0%
01-133-900	Charges from MIS	2,410	3,017	25.2%
01-900-905	Transp. Fee to Desig. Reserve	35,000	36,000	2.9%
Total Town Clerk		49,835	49,667	-0.3%
Total Non-Personnel		85,156	83,465	-2.0%

Activity Totals

Administration	191,140	185,733	-2.8%
Revenue Collections/Tax	57,966	61,058	5.3%
Town Clerk	109,518	112,322	2.6%
Total Expenditures	358,624	359,113	0.1%
Net Expenditures	(816,001)	(876,312)	7.4%

Management Information Systems (MIS)**Expenditures****Personnel Costs**

01-141-110	MIS-Full Time	63,654	88,399	38.9%
Total Personnel		63,654	88,399	38.9%

MIS

01-141-300	Professional Services	74,333	89,183	20.0%
01-141-400	Property Services	14,699	15,499	5.4%
01-141-600	Supplies and Materials	7,599	7,450	-2.0%
01-141-700	Operational Equipment	30,300	33,340	10.0%
01-141-800	Auto/Education	2,500	2,500	0.0%
01-141-900	Charges to/from Other Departments	(116,994)	(122,242)	4.5%
Total MIS Operating		12,437	25,730	106.9%

Capital Costs

01-760-720	Geographic Info. Systems (GIS)	20,500	10,500	-48.8%
Total Capital		20,500	10,500	-48.8%
Total Non-Personnel		32,937	36,230	10.0%

Total Expenditures	96,591	124,629	29.0%
Net Expenditures	96,591	124,629	29.0%

Assessing

Expenditures

Personnel Costs

01-144-110	Assessing-Full Time	111,593	116,597	4.5%
Total Personnel		111,593	116,597	4.5%

Non-Personnel Costs

01-144-300	Professional Services	2,000	2,000	0.0%
01-144-500	Dues and Memberships	240	310	29.2%
01-144-600	Supplies and Materials	1,230	1,190	-3.3%
01-144-800	Auto/Education	3,000	3,000	0.0%
01-144-900	Charges from MIS	3,400	6,200	82.4%
01-144-960	Transfer to Capital Reserve Fund	-	10,000	-
Total Non-Personnel		9,870	22,700	130.0%

Total Expenditures		121,463	139,297	14.7%
Net Expenditures		121,463	139,297	14.7%

Planning and Zoning

Revenues

01-092-250	Building Permits	200,000	336,375	68.2%
01-092-251	Code Book Sales	400	400	0.0%
01-092-255	Zoning Permits	8,000	8,500	6.3%
01-093-310	Planning Board Fees	12,000	16,000	33.3%
01-093-311	Zoning Board Fees	12,000	12,000	0.0%
01-093-312	Rental Housing Inspection Fees	60,000	-	-100.0%
01-093-318	Girl Brook Assessmt./Remed. Grant	-	33,800	-
Total Revenues		292,400	407,075	39.2%

Expenditures

Personnel Costs

01-181-110	Planning and Zoning-Full Time	230,836	208,930	-9.5%
01-181-115	Planning and Zoning-Part Time	57,185	71,127	24.4%
Total Personnel		288,021	280,057	-2.8%

Non-Personnel Costs

01-181-300	Professional Services	9,500	63,300	566.3%
01-181-400	Property Services	3,650	3,600	-1.4%
01-181-500	Other Services	22,300	22,300	0.0%
01-181-600	Supplies and Materials	10,000	8,800	-12.0%
01-181-800	Auto/Education	2,639	2,800	6.1%
Total Non-Personnel		48,089	100,800	109.6%

Total Expenditures		336,110	380,857	13.3%
Net Expenditures		43,710	(26,218)	-160.0%

Conservation Commission

Revenues

01-091-135	Land Use Change Tax	100,000	100,000	0.0%
01-097-761	Transfers from Reserved Funds	195,100	100,000	-48.7%
Total Revenues		295,100	200,000	-32.2%

Expenditures

Non-Personnel Costs

01-192-300	Professional Services	4,200	6,700	59.5%
01-900-905.3	Transfer to Desig. Reserve	100,000	100,000	0.0%
01-900-905.1	Transfer to Conservation Fund	97,550	50,000	-48.7%
01-900-905.2	Transfer to Trust Fund	97,550	50,000	-48.7%
Total Expenditures		299,300	206,700	-30.9%
Net Expenditures		4,200	6,700	59.5%

Affordable Housing Commission

Expenditures

Non-Personnel Costs

01-192-300	Professional Services	2,000	3,000	50.0%
01-192-500	Printing and Publications	1,000	-	-100.0%
Total Expenditures		3,000	3,000	0.0%
Net Expenditures		3,000	3,000	0.0%

Town Properties

Expenditures

Personnel Costs

01-501-110	Buildings-Full Time Services	42,166	44,711	6.0%
01-501-140	Buildings-Overtime Services	5,664	5,664	0.0%
Total Personnel Costs		47,830	50,375	5.3%

Operations

01-501-600	Supplies and Materials	3,500	3,500	0.0%
01-501-900	Charges to/from Other Departments	(7,785)	(8,112)	4.2%
Total Operations		(4,285)	(4,612)	7.6%

Municipal Infrastructure

01-502-410	Streelights-Electricity	66,250	68,458	3.3%
01-502-411	Traffic Signals-Electricity	9,000	9,000	0.0%
01-502-412	Surface Parking Lots-Electricity	4,000	4,000	0.0%
01-502-740	Traffic Signals Repair and Replacement	10,000	10,000	0.0%
01-502-741	Streetlight Repair and Replacement	2,500	4,000	60.0%
01-502-900	Charges to/from Other Departments	(4,000)	(4,000)	0.0%
Total Municipal Infrastructure		87,750	91,458	4.2%

Municipal Building

01-510-300	Telephone	18,384	18,384	0.0%
01-510-410	Electricity	6,180	6,180	0.0%
01-510-411	Heat	3,212	2,835	-11.7%
01-510-412	Water	600	500	-16.7%

01-510-413	Sewer	700	700	0.0%
01-510-430	Repair and Maintenance	9,600	9,600	0.0%
01-510-490	Contracted Services	26,128	29,042	11.2%
01-510-600	Supplies and Materials	750	1,000	33.3%
01-510-700	Building Equipment	2,200	-	-100.0%
Total Municipal Building		67,754	68,241	0.7%

R.W. Black Community and Senior Center

01-512-300	Telephone	2,640	2,640	0.0%
01-512-410	Electricity	20,000	11,700	-41.5%
01-512-411	Heat	10,000	8,610	-13.9%
01-512-412	Water	800	980	22.5%
01-512-413	Sewer	400	750	87.5%
01-512-430	Repair and Maintenance	2,500	10,000	300.0%
01-512-490	Contracted Services	36,800	37,537	2.0%
01-512-600	Supplies and Materials	1,500	1,750	16.7%
01-512-905	Charges to/from Other Departments	(19,025)	(19,763)	3.9%
Total Community Center		55,615	54,204	-2.5%

R. Hauger Public Works Facility

01-521-300	Telephone	2,300	2,404	4.5%
01-521-410	Electricity	9,200	10,000	8.7%
01-521-411	Heat	2,648	2,527	-4.6%
01-521-412	Water	1,100	1,100	0.0%
01-521-413	Sewer	450	300	-33.3%
01-521-430	Repair and Maintenance	2,300	6,500	182.6%
01-521-490	Contracted Services	19,273	18,867	-2.1%
01-521-600	Supplies and Materials	1,250	1,250	0.0%
01-521-700	Building Equipment	2,500	5,000	100.0%
Total R. Hauger PW Facility		41,021	47,948	16.9%

Highway Garage 2

01-522-410	Electricity	80	80	0.0%
01-522-411	Heat	-	315	-
Total Highway Garage 2		80	395	393.8%

Howe Library

01-530-300	Telephone	3,500	2,910	-16.9%
01-530-410	Electricity	12,800	12,800	0.0%
01-530-411	Heat	4,484	4,410	-1.7%
01-530-412	Water	546	520	-4.8%
01-530-413	Sewer	588	588	0.0%
01-530-430	Repair and Maintenance	8,000	16,550	106.9%
01-530-440	Rentals	3,984	664	-83.3%
01-530-490	Contracted Services	29,241	31,392	7.4%
01-530-600	Supplies and Materials	900	2,000	122.2%
Total Howe Library		64,043	71,834	12.2%

Etna Library				
01-540-300	Telephone	550	550	0.0%
01-540-410	Electricity	690	690	0.0%
01-540-411	Heat	1,030	1,030	0.0%
01-540-413	Sewer	185	185	0.0%
01-540-430	Repair and Maintenance	2,200	2,000	-9.1%
01-540-490	Contracted Services	1,675	1,711	2.1%
01-540-600	Supplies and Materials	200	100	-50.0%
Total Etna Library		6,530	6,266	-4.0%
Cemeteries				
01-550-400	Property Services	6,175	6,175	0.0%
01-550-600	Supplies and Materials	8,300	8,300	0.0%
Total Cemeteries		14,475	14,475	0.0%
Boat Landing				
01-560-400	Property Services	1,176	1,176	0.0%
Total Boat Landing		1,176	1,176	0.0%
Police Facility				
01-570-410	Electricity	15,260	14,935	-2.1%
01-570-411	Heat	5,575	6,458	15.8%
01-570-412	Water	578	578	0.0%
01-570-413	Sewer	240	900	275.0%
01-570-430	Repair and Maintenance	6,655	9,655	45.1%
01-570-490	Contracted Services	23,968	24,573	2.5%
01-570-600	Supplies and Materials	2,000	2,000	0.0%
01-570-700	Building Equipment	-	24,000	-
Total Police Facility		54,276	83,099	53.1%
Total Non-Personnel Costs		388,435	434,484	11.9%
Activity Totals				
Operations		43,545	45,763	5.1%
Municipal Infrastructure		87,750	91,458	4.2%
Municipal Building		67,754	68,241	0.7%
R.W. Black Community and Senior Center		55,615	54,204	-2.5%
R. Hauger Public Works Facility		41,021	47,948	16.9%
Highway Garage 2		80	395	393.8%
Howe Library		64,043	71,834	12.2%
Etna Library		6,530	6,266	-4.0%
Cemeteries		14,475	14,475	0.0%
Boat Landing		1,176	1,176	0.0%
Police Facility		54,276	83,099	53.1%
Total Expenditures		436,265	484,859	11.1%
Net Expenditures		436,265	484,859	11.1%

Police**Revenues**

01-092-270	Pistol Permits	80	100	25.0%
01-093-351	Dispatch Center Charges	105,688	115,870	9.6%
01-093-352	Dog fines	1,000	1,000	0.0%
01-093-353	Special Services	80,000	87,750	9.7%
01-093-354	Kids and Cops/Dare	7,300	6,800	-6.8%
01-093-355	Report Fees	1,650	2,000	21.2%
01-093-356	Bike Auction	1,200	1,200	0.0%
01-093-357	Fingerprinting	2,800	3,500	25.0%
01-094-447	Matching Grants	38,600	46,297	19.9%
01-097-730	Court Fines	7,000	20,000	185.7%
Total Revenues		245,318	284,517	16.0%

Expenditures**Personnel Costs**

01-321-110	Administration-Full Time	195,942	208,383	6.3%
01-321-140	Administration-Overtime	-	2,000	-
01-322-110	Patrol-Full Time	602,112	628,694	4.4%
01-322-115	Patrol-Part Time	9,360	8,640	-7.7%
01-322-125	Patrol-Temp Supervision	5,752	5,894	2.5%
01-322-140	Patrol-Overtime	45,000	50,000	11.1%
01-322-145	Patrol-Special	58,000	65,000	12.1%
01-323-110	Investigation-Full Time	98,309	102,438	4.2%
01-323-140	Investigation-Overtime	4,000	4,000	0.0%
01-324-110	Dispatch-Full Time	250,542	265,587	6.0%
01-324-115	Dispatch-Part Time	8,481	11,648	37.3%
01-324-125	Dispatch-Temp Supervision	225	225	0.0%
01-324-140	Dispatch-Overtime	23,500	23,500	0.0%
Total Personnel		1,301,223	1,376,009	5.7%

Administration

01-321-300	Professional Services	20,962	26,700	27.4%
01-321-400	Property Services	6,034	6,106	1.2%
01-321-500	Other Services	625	1,435	129.6%
01-321-600	Supplies and Materials	5,126	5,484	7.0%
01-321-700	Operational equipment	-	1,035	-
01-321-800	Auto/Education	-	2,000	-
01-321-900	Charges to/from Other Departments	10,090	15,746	56.1%
Total Administration		42,837	58,506	36.6%

Patrol

01-322-300	Professional Services	4,260	4,360	2.3%
01-322-430	Repair and Maintenance	1,600	1,600	0.0%
01-322-440	Equipment Lease	6,089	5,143	-15.5%
01-322-490	Contracted Services	540	720	33.3%
01-322-500	Dues and Memberships	1,315	3,815	190.1%
01-322-600	Supplies and Materials	30,576	26,901	-12.0%
01-322-700	Operational Equipment	-	3,223	-

01-322-800	Auto/Education	3,390	1,240	-63.4%
01-322-901	Charges to/from Other Departments	(99,349)	(101,823)	2.5%
01-322-960	Transfer to Capital Reserve Fund	42,000	58,500	39.3%
Total Patrol		(9,579)	3,679	-138.4%

Investigation

01-323-300	Professional Services	400	400	0.0%
01-323-400	Property Services	624	696	11.5%
01-323-500	Dues and Memberships	70	70	0.0%
01-323-600	Supplies and Materials	1,140	1,240	8.8%
01-323-800	Auto/Education	500	500	0.0%
Total Investigation		2,734	2,906	6.3%

Dispatch

01-324-341	Telephone	40,672	40,672	0.0%
01-324-365	Professional Services	500	500	0.0%
01-324-400	Property Services	13,560	15,777	16.3%
01-324-500	Dues and Memberships	230	230	0.0%
01-324-600	Supplies and Materials	2,835	2,885	1.8%
01-324-700	Operational Equipment	-	2,000	-
01-324-800	Auto/Education	1,800	2,600	44.4%
01-324-900	Charges to/from Other Departments	(109,063)	(113,702)	4.3%
01-324-960	Transfer to Capital Reserve Fund	10,000	10,000	0.0%
Total Dispatch		(39,466)	(39,038)	-1.1%

Animal Control

01-325-300	Professional Services	500	500	0.0%
Total Animal Control		500	500	0.0%
Total Non-Personnel		(2,974)	26,553	-992.8%

Activity Totals

Administration	238,779	268,889	12.6%
Patrol	710,645	761,907	7.2%
Investigation	105,043	109,344	4.1%
Dispatch	243,282	261,922	7.7%
Animal Control	500	500	0.0%
Total Expenditures	1,298,249	1,402,562	8.0%
Net Expenditures	1,052,931	1,118,045	6.2%

Public Works

Revenues

01-092-275	Excavation Fees	5,000	5,000	0.0%
01-092-290	Driveway Permits	1,000	1,000	0.0%
01-093-361	Special Services	2,500	1,400	-44.0%
01-093-364	Highway Services-Water Co	16,000	16,000	0.0%
01-093-369	Outside Projects	100,000	100,000	0.0%
01-093-370	Cemetery Gifts	500	500	0.0%
01-093-371	Cemetery Trust Funds	3,400	3,000	-11.8%
01-093-372	Cemetery Lot Sales	14,000	16,800	20.0%

01-093-373	Cemetery Burial Fees	10,000	11,250	12.5%
01-093-374	Solid Waste Fees	22,000	24,000	9.1%
01-093-375	Recycling Materials	12,000	-	-100.0%
01-093-377	Recycling Containers	400	1,620	305.0%
01-093-379	HIS Gardener Subsidy	10,000	16,000	60.0%
01-093-380	NH the Beautiful Grant	1,314	-	-100.0%
01-094-430	Highway Block Grant	226,645	234,249	3.4%
01-097-750	Transfer from Reserve	192,998	224,609	16.4%
01-097-790	Sale of Property	600	150	-75.0%
Total Revenues		618,357	655,578	6.0%

Expenditures

Personnel Costs

01-410-110	Administration-Full Time	214,671	218,291	1.7%
01-421-110	Highway Mtce-Full Time	428,223	452,855	5.8%
01-421-140	Highway Mtce-Overtime	85,309	97,721	14.5%
01-421-145	Highway Mtce-Special	2,058	2,360	14.7%
01-423-110	Line Maintenance-Full Time	78,844	83,102	5.4%
01-423-120	Line Maintenance-Seasonal	8,500	-	-100.0%
01-423-140	Line Maintenance-Overtime	8,245	10,188	23.6%
01-430-110	Fleet-Full Time	163,439	173,414	6.1%
01-430-140	Fleet-Overtime	9,000	9,000	0.0%
01-440-110	Grounds-Full Time	159,572	113,545	-28.8%
01-440-120	Grounds-Seasonal	42,020	47,410	12.8%
01-440-140	Grounds-Overtime	17,144	9,645	-43.7%
Total Personnel		1,217,025	1,217,531	0.04%

Administration

01-410-300	Professional Services	4,100	3,300	-19.5%
01-410-440	Equipment Rental	-	2,292	-
01-410-490	Other Contracted Services	450	217	-51.8%
01-410-500	Advertising and Dues	1,465	2,130	45.4%
01-410-600	Supplies and Materials	17,990	19,246	7.0%
01-410-800	Auto/Education	7,900	6,850	-13.3%
01-410-900	Charges to/from Other Departments	(90,790)	(104,751)	15.4%
Total Administration		(58,885)	(70,716)	20.1%

Highway Maintenance

01-421-400	Property Services	37,460	33,660	-10.1%
01-421-600	Supplies and Materials	424,037	424,037	0.0%
01-421-700	Operational Equipment	2,500	5,000	100.0%
01-421-900	Charges to/from Other Departments	(30,038)	(43,644)	45.3%
Total Highway Maintenance		433,959	419,053	-3.4%

Sidewalk Maintenance			
01-428-600	Supplies and Materials	21,281	43,412 104.0%
Total Sidewalk Maintenance		21,281	43,412 104.0%
Line Maintenance			
01-423-300	Professional Services	2,500	2,500 0.0%
01-423-400	Property Services	4,000	4,000 0.0%
01-423-500	Dues and Memberships	90	90 0.0%
01-423-600	Supplies and Materials	12,163	15,895 30.7%
01-423-700	Operational Equipment	2,300	2,300 0.0%
01-423-900	Charges to/from Other Departments	(96,370)	(96,253) -0.1%
Total Line Maintenance		(75,317)	(71,468) -5.1%
Outside Projects			
01-424-700	Capital Outlay	100,000	100,000 0.0%
Total Outside Projects		100,000	100,000 0.0%
Fleet Maintenance			
01-430-400	Property Services	3,137	1,827 -41.8%
01-430-500	Dues and Memberships	175	175 0.0%
01-430-600	Parts and Materials	206,620	193,145 -6.5%
01-430-700	Operational Equipment	6,900	6,900 0.0%
01-430-901	Charges to/from Other Departments	(42,669)	(41,760) -2.1%
01-430-960	Transfer to Capital Reserve Fund	138,000	145,000 5.1%
Total Fleet Maintenance		312,163	305,287 -2.2%
Grounds Maintenance			
01-440-400	Property Services	13,500	16,500 22.2%
01-440-500	Dues and Memberships	330	295 -10.6%
01-440-600	Supplies and Materials	15,800	15,800 0.0%
01-440-730	Field Development	44,165	7,000 -84.2%
01-440-740	Operational Equipment	1,100	2,200 100.0%
01-440-800	Education	1,100	900 -18.2%
01-440-900	Charges to/from Other Departments	(13,796)	(15,768) 14.3%
Total Grounds Maintenance		62,199	26,927 -56.7%
Recycling			
01-450-400	Contracted Services	212,827	193,835 -8.9%
01-450-500	Advertising	1,200	1,950 62.5%
01-450-600	Supplies and Postage	3,749	3,750 0.0%
Total Recycling		217,776	199,535 -8.4%
Solid Waste Disposal			
01-650-400	Contracted Services	63,590	63,180 -0.6%
Total Solid Waste Disposal		63,590	63,180 -0.6%

Capital Costs

01-720-740	Public Works Equipment	101,858	224,609	120.5%
01-740-700	Road Reconstruction	116,308	181,250	55.8%
01-760-739	Bridge Reconstruction	33,000	34,000	3.0%
Total Capital Costs		251,166	439,859	75.1%
Total Non-Personnel		1,327,932	1,455,069	9.6%

Activity Totals

Administration	155,786	147,575	-5.3%
Highway Maintenance	949,549	971,989	2.4%
Sidewalk Maintenance	21,281	43,412	104.0%
Line Maintenance	20,272	21,822	7.6%
Outside Projects	100,000	100,000	0.0%
Fleet Maintenance	484,602	487,701	0.6%
Grounds Maintenance	280,935	197,527	-29.7%
Recycling	217,776	199,535	-8.4%
Solid Waste Disposal	63,590	63,180	-0.6%
Capital Costs	251,166	439,859	75.1%
Total Expenditures	2,544,957	2,672,600	5.0%
Net Expenditures	1,926,600	2,017,022	4.7%

Health and Welfare**Revenues**

01-093-341	Facilities Cost Reimbursement-Dresden	1,308	1,359	3.9%
01-093-344	Juvenile Diversion Program	-	2,000	-
01-093-345	Substance Abuse Diversion Fees	13,644	30,000	119.9%
01-093-347	Welfare-Sawyer Trust Fund	375	200	-46.7%
Total Revenues		15,327	33,559	119.0%

Expenditures**Personnel Costs**

01-220-115	Community Counselor (includes fringes)	45,436	46,538	2.4%
01-235-115	Health Officer	7,000	7,000	0.0%
Total Personnel		52,436	53,538	2.1%

Community Counselor

01-220-300	Professional Services	20,603	32,119	55.9%
01-220-500	Dues and Memberships	45	45	0.0%
01-220-600	Supplies and Materials	550	550	0.0%
01-220-800	Auto/Education	340	290	-14.7%
01-220-900	Transfers Out	(4,089)	(4,188)	2.4%
Total Community Counselor		17,449	28,816	65.1%

Health Services

01-230-850	General Assistance	17,375	17,200	-1.0%
01-230-851	Emergency Reg Medical Care	77,117	109,639	42.2%
01-230-890	Social Service Agency Support	55,260	57,580	4.2%
01-230-900	Subvention from Other Funds	-	(40,000)	-
Total Health Services		149,752	144,419	-3.6%

Total Non-Personnel	167,201	173,235	3.6%
Activity Totals			
Community Counselor	62,885	75,354	19.8%
Health Services	156,752	151,419	-3.4%
Total Expenditures	219,637	226,773	3.2%
Net Expenditures	204,310	193,214	-5.4%

Parks and Recreation

Revenues

01-093-321	Youth Programs	62,000	68,000	9.7%
01-093-322	Adult Programs	25,000	24,000	-4.0%
01-093-323	Special Programs	10,000	13,000	30.0%
01-093-324	Community Center	5,000	18,000	260.0%
01-093-325	Playground	23,000	28,000	21.7%
01-093-326	Basketball Tournament	9,500	9,500	0.0%
01-093-327	Teen Activities Fund Raising	-	1,000	-
Total Revenues		134,500	161,500	20.1%

Expenditures

Personnel Costs

01-261-110	Administration-Full Time	140,434	146,565	4.4%
01-261-120	Administration-Seasonal	1,000	11,069	1006.9%
01-262-120	Youth-Seasonal	1,500	-	-100.0%
01-264-120	Special-Seasonal	1,000	1,500	50.0%
01-265-120	Playground-Seasonal	16,500	18,000	9.1%
Total Personnel		160,434	177,134	10.4%

Administration

01-261-400	Property Services	1,200	2,550	112.5%
01-261-500	Advertising/Printing/Dues	3,550	3,850	8.5%
01-261-600	Supplies and Materials	3,800	5,000	31.6%
01-261-700	Field Development/Equipment	2,500	7,000	180.0%
01-261-800	Auto/Education	2,100	1,600	-23.8%
01-261-900	Charges to/from Other Departments	-	2,694	-
Total Administration		13,150	22,694	72.6%

Youth Programs

01-262-300	Professional Services	36,275	36,214	-0.2%
01-262-400	Property Services	4,000	3,500	-12.5%
01-262-600	Supplies and Materials	11,300	17,300	53.1%
Total Youth Programs		51,575	57,014	10.5%

Adult Programs				
01-263-300	Professional Services	16,000	17,000	6.3%
01-263-400	Property Services	800	750	-6.3%
01-263-600	Supplies and Materials	1,000	1,800	80.0%
Total Adult Programs		17,800	19,550	9.8%
Special Programs				
01-264-300	Professional Services	2,000	3,000	50.0%
01-264-400	Property Services	1,000	2,000	100.0%
01-264-600	Supplies and Materials	2,800	3,000	7.1%
Total Special Programs		5,800	8,000	37.9%
Playground				
01-265-300	Professional Services	1,450	1,550	6.9%
01-265-400	Property Services	500	300	-40.0%
01-265-600	Supplies and Materials	1,875	1,875	0.0%
Total Playground		3,825	3,725	-2.6%
Basketball Tournament				
01-266-300	Professional Services	1,525	1,535	0.7%
01-266-400	Property Services	2,800	2,700	-3.6%
01-266-600	Supplies and Materials	2,500	2,750	10.0%
Total Basketball Tournament		6,825	6,985	2.3%
Capital Costs				
01-760-746	Skateboard Park Equipment	1,500	-	-100.0%
Total Capital Costs		1,500	-	-100.0%
Other Uses of Funds				
01-269-905	Charge from Housing	28,167	29,188	3.6%
Total Other Uses of Funds		28,167	29,188	3.6%
Total Non-Personnel		128,642	147,156	14.4%
Activity Totals				
Administration		154,584	180,328	16.7%
Youth Programs		53,075	57,014	7.4%
Adult Programs		17,800	19,550	9.8%
Special Programs		6,800	9,500	39.7%
Playground		20,325	21,725	6.9%
Basketball Tournament		6,825	6,985	2.3%
Capital Costs		1,500	-	-100.0%
Other Uses of Funds		28,167	29,188	3.6%
Total Expenditures		289,076	324,290	12.2%
Net Expenditures		154,576	162,790	5.3%

Howe Library**Revenues**

01-093-331	Fines	15,000	15,000	0.0%
01-093-332	Non-Resident Fees	29,000	28,000	-3.4%
01-093-333	Coin Copier	3,000	2,800	-6.7%
Total Revenues		47,000	45,800	-2.6%

Expenditures**Personnel Costs**

01-252-110	Administration-Full Time	168,859	177,955	5.4%
01-253-110	Tech Services-Full Time	43,023	45,877	6.6%
01-253-115	Tech Services-Part Time	54,736	57,075	4.3%
01-254-110	Public Services-Full Time	86,292	90,803	5.2%
01-254-115	Public Services-Part Time	189,045	205,426	8.7%
01-254-116	Public Services-Pages	16,700	16,700	0.0%
01-254-117	Public Services-Substitutes	10,660	10,660	0.0%
01-254-118	Public Services-Work Study	600	600	0.0%
Total Personnel		569,915	605,096	6.2%

Administration

01-252-400	Property Services	3,800	3,800	0.0%
01-252-500	Dues and Memberships	600	500	-16.7%
01-252-600	Supplies and Materials	4,800	4,800	0.0%
01-252-800	Auto/Conferences	2,700	2,500	-7.4%
Total Administration		11,900	11,600	-2.5%

Technical Services

01-253-600	Supplies and Materials	6,700	6,700	0.0%
01-253-800	Education	500	500	0.0%
01-253-905	Charges from MIS	33,824	37,514	10.9%
01-253-960	Transfer to Capital Reserve Fund	-	2,500	-
Total Technical Services		41,024	47,214	15.1%

Public Services

01-254-600	Circulating and Reference	54,450	54,450	0.0%
Total Public Services		54,450	54,450	0.0%
Total Non-Personnel		107,374	113,264	5.5%

Activity Totals

Administration	180,759	189,555	4.9%
Technical Services	138,783	150,166	8.2%
Public Services	357,747	378,639	5.8%
Total Expenditures	677,289	718,360	6.1%
Net Expenditures	630,289	672,560	6.7%

Etna Library**Revenues**

01-093-335	Town Library Trust	75	75	0.0%
01-093-336	Gift Fund	750	-	-100.0%
Total Revenues		825	75	-90.9%

Expenditures**Personnel Costs**

01-257-115	Librarians Part Time	28,035	31,425	12.1%
Total Personnel		28,035	31,425	12.1%

Non-Personnel Costs

01-257-500	Advertising and Dues	485	520	7.2%
01-257-600	Supplies and Materials	8,122	7,860	-3.2%
01-257-800	Auto/Education/Conferences	400	485	21.3%
01-257-901	Charges from Howe Library	1,040	1,442	38.6%
01-257-905	Charges from MIS	770	1,379	79.1%
Total Non-Personnel		10,817	11,686	8.0%
Total Expenditures		38,852	43,111	11.0%
Net Expenditures		38,027	43,036	13.2%

Unallocated**Revenues****Taxes**

01-091-105	Current Year Net Levy	4,948,015	5,214,965	5.4%
01-091-105.2	Overlay - Reserve for Tax Abatements	(50,000)	(25,000)	-50.0%
01-091-125	Interest on Delinquent Taxes	38,000	34,000	-10.5%
01-091-155	Yield Tax	15,000	7,500	-50.0%
01-091-160	Payment in Lieu of Taxes	38,070	38,757	1.8%
Total Taxes		4,989,085	5,270,222	5.6%

State Grants and Payments

01-094-410	Shared Revenue Block Grant	90,957	95,258	4.7%
01-094-411	Rooms and Meals Tax	285,000	320,000	12.3%
01-094-421	Business Profits Tax	90,957	95,258	4.7%
Total State Grants and Payments		466,914	510,516	9.3%

Investment Income

01-096-630	Short Term Interest	250,000	214,240	-14.3%
Total Investment Income		250,000	214,240	-14.3%

Other

01-097-720	Insurance Dividend	15,000	18,000	20.0%
01-097-760	Fund Balance Used	150,019	119,855	-20.1%
01-097-795	Miscellaneous	5,000	5,000	0.0%
01-097-799	Transfers from Trust and Agency	41,200	82,500	100.2%
Total Other		211,219	225,355	6.7%
Total Unallocated Revenues		5,917,218	6,220,333	5.1%

Expenditures

Allocation of Administration Costs

01-150-900	Charges to/from Other Departments	(375,467)	(361,995)	-3.6%
Total Allocation of Administration		(375,467)	(361,995)	-3.6%

Legal Services

01-160-390	Professional Services	70,000	80,000	14.3%
Total Legal Services		70,000	80,000	14.3%

Debt Service

01-610-980	Debt Service-Principal	175,000	275,000	57.1%
01-610-981	Debt Service-Interest	106,056	90,866	-14.3%
Total Debt Service		281,056	365,866	30.2%

Insurance

01-620-400	Property/Liability Insurance	78,000	85,000	9.0%
01-620-500	Unemployment Compensation	360	320	-11.1%
Total Insurance		78,360	85,320	8.9%

Fringe Benefits

01-640-210	Section 125 Benefits	978,708	1,019,491	4.2%
01-640-220	FICA	283,078	283,999	0.3%
01-640-230	Retirement	235,913	246,015	4.3%
01-640-260	Workers Compensation	72,148	67,126	-7.0%
01-640-290	Miscellaneous Fringe Benefits	11,525	11,900	3.3%
01-640-291	Severance Pay	15,675	-	-100.0%
01-640-291	Earned Time Conversion	-	16,874	-
Total Fringe Benefits		1,597,047	1,645,405	3.0%

Special Articles

01-730-890	Other Uses of Funds	9,300	-	-100.0%
Total Special Articles		9,300	-	-100.0%
Total Non-Personnel		1,660,296	1,814,596	9.3%

Activity Totals

Allocation of Administration Costs	(375,467)	(361,995)	-3.6%
Legal Services	70,000	80,000	14.3%
Debt Service	281,056	365,866	30.2%
Insurance	78,360	85,320	8.9%
Benefits	1,597,047	1,645,405	3.0%
Special Articles	9,300	-	-100.0%
Total Expenditures	1,660,296	1,814,596	9.3%
Net Expenditures	(4,256,922)	(4,405,737)	3.5%

General Fund Totals

General Fund Net	9,300	-	-100.0%
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Special Revenue Funds Department Budgets

Fire

<u>Revenues</u>				
03-091-105	Current Year Levy	1,885,344	1,978,592	4.9%
03-093-310	Hydrant Rentals	61,477	67,949	10.5%
03-093-320	Special Fire Services	4,500	4,500	0.0%
03-093-330	Training	100	350	250.0%
03-093-340	Fire Alarm Services	7,800	7,800	0.0%
03-093-341	False Alarm Charges	1,000	1,000	0.0%
03-093-351	Reinspection Fees	250	500	100.0%
03-093-361	Outside Special Projects	-	1,750	-
03-097-720	Insurance Dividend	7,500	7,500	0.0%
03-097-730	Court Fines	-	100	-
03-097-750	Transfer from Reserve	-	340,000	-
03-097-760	Fund Balance Used	-	82,133	-
03-097-795	Miscellaneous	-	50	-
Total Revenues		1,967,971	2,492,224	26.6%

Expenditures

Personnel Costs

03-110-110	Administration-Full Time	118,594	127,290	7.3%
03-120-110	Suppression-Full Time	802,028	800,444	-0.2%
03-120-115	Suppression-Part Time	10,250	15,000	46.3%
03-120-140	Suppression-Overtime	140,287	150,000	6.9%
Total Personnel		1,071,159	1,092,734	2.0%

Administration

03-110-430	Repair and Maintenance	100	100	0.0%
03-110-490	Contracted Services	1,140	1,140	0.0%
03-110-500	Dues and Memberships	405	460	13.6%
03-110-600	Supplies and Materials	2,750	2,900	5.5%
03-110-700	Operational Equipment	400	200	-50.0%
03-110-800	Education/Conferences	2,000	3,200	60.0%
03-110-900	Charges to/from Other Departments	2,654	3,277	23.5%
03-900-905	Subvention to Other Funds	-	54,632	-
Total Administration		9,449	65,909	597.5%

Suppression

03-120-300	New Personnel/Laundry	2,975	4,325	45.4%
03-120-412	Hydrant Rentals	388,066	394,537	1.7%
03-120-430	Repair and Maintenance	4,000	3,050	-23.8%
03-120-500	Dues and Memberships	256	356	39.1%
03-120-600	Supplies and Materials	9,585	10,215	6.6%
03-120-700	Operational equipment	9,000	14,470	60.8%
03-120-800	Auto Allowance	155	180	16.1%
03-120-901	Charges to Ambulance	(323,230)	(300,130)	-7.1%
03-120-905	Charges to/from Other Departments	193,499	181,009	-6.5%
03-120-960	Transfer to Capital Reserve Fund	93,000	98,500	5.9%
Total Suppression		377,306	406,512	7.7%

Prevention

03-130-300	Property Services	-	16,640	-
03-130-500	Dues and Memberships	85	85	0.0%
03-130-600	Supplies and Materials	900	900	0.0%
03-130-800	Education/Conferences	1,650	1,650	0.0%
Total Prevention		2,635	19,275	631.5%

Hazardous Materials

03-140-300	Telephone	600	600	0.0%
03-140-500	Dues and Memberships	2,000	2,000	0.0%
03-140-600	Supplies and Materials	500	500	0.0%
03-140-700	Operational Equipment	2,300	6,500	182.6%
Total Hazardous Materials		5,400	9,600	77.8%

Alarm Maintenance

03-150-500	Dues and Memberships	50	40	-20.0%
03-150-600	Supplies and Materials	2,000	4,000	100.0%
03-150-800	Education/Conferences	450	1,250	177.8%
Total Alarm Maintenance		2,500	5,290	111.6%

Training

03-160-300	Professional Services	100	100	0.0%
03-160-500	Dues and Memberships	210	210	0.0%
03-160-600	Supplies and Materials	850	600	-29.4%
03-160-800	Auto/Education/Conferences	2,625	3,100	18.1%
Total Training		3,785	4,010	5.9%

Main Station

03-551-300	Telephone	560	560	0.0%
03-551-410	Electricity	7,800	7,800	0.0%
03-551-411	Heat	7,900	7,245	-8.3%
03-551-412	Water	478	525	9.8%
03-551-413	Sewer	920	920	0.0%
03-551-430	Building Repair and Maint	9,150	10,775	17.8%
03-551-490	Contracted Services	2,029	1,448	-28.6%
03-551-600	Supplies and Materials	2,500	2,500	0.0%
03-551-700	Building Equipment	2,000	27,450	1272.5%
Total Main Station		33,337	59,223	77.6%

Etna Station

03-560-410	Electricity	540	540	0.0%
03-560-411	Heat	982	1,313	33.7%
03-560-413	Sewer	179	100	-44.1%
03-560-430	Building Repair and Maint	1,450	4,000	175.9%
03-560-490	Contracted Services	250	300	20.0%
Total Etna Station		3,401	6,253	83.8%

Fixed Costs

03-620-400	Property/Liability Insurance	12,000	15,000	25.0%
03-620-500	Unemployment Insurance	200	80	-60.0%
03-640-210	Section 125 Benefits	240,251	241,061	0.3%
03-640-220	FICA	19,095	20,661	8.2%
03-640-230	Retirement	139,667	144,464	3.4%
03-640-260	Workers Compensation	27,786	27,152	-2.3%
03-640-291	Severence Pay	20,000	35,000	75.0%
Total Fixed Costs		458,999	483,418	5.3%

Capital Costs

03-720-742	Purchases from Capital Reserve Fd	-	340,000	-
Total Capital Costs		-	340,000	-
Total Non-Personnel		896,812	1,399,490	56.1%

Activity Totals

Administration	128,043	193,199	50.9%
Suppression	1,329,872	1,371,956	3.2%
Prevention	2,635	19,275	631.5%
Hazardous Materials	5,400	9,600	77.8%
Alarm Maintenance	2,500	5,290	111.6%
Training	3,785	4,010	5.9%
Main Station	33,337	59,223	77.6%
Etna Station	3,401	6,253	83.8%
Fixed Costs	458,999	483,418	5.3%
Capital Costs	-	340,000	-
Total Expenditures	1,967,972	2,492,224	26.6%
Net Expenditures	-	-	-

Ambulance

Revenues

06-093-310	Community Contributions	138,101	190,641	38.0%
06-093-311	Community Uncollectible Adjustments	-	15,425	-
06-093-320	Service Charges (Net)	285,307	305,000	6.9%
06-093-340	Special Services	3,000	5,000	66.7%
06-097-720	Insurance Dividends	300	300	0.0%
06-097-760	Fund Balance Used	38,705	-	-100.0%
Total Revenues		465,413	516,366	10.9%

Expenditures

Personnel Costs

06-110-100	Cost Allocation from Fire	323,230	300,130	-7.1%
Total Personnel		323,230	300,130	-7.1%

Administration

06-110-300	Professional Services	41,500	74,482	79.5%
06-110-400	Property Services	1,834	1,834	0.0%
06-110-500	Dues and Memberships	100	100	0.0%
06-110-600	Supplies and Materials	14,925	15,000	0.5%
06-110-700	Operational Equipment	7,500	7,500	0.0%
06-110-800	Auto/Education	4,700	7,700	63.8%
06-110-900	Charges to/from Other Departments	42,124	63,588	51.0%
06-110-960	Transfer to Capital Reserve Fund	24,500	39,132	59.7%
Total Administration		137,183	209,336	52.6%

Fixed Costs

06-620-400	Property Liability Insurance	5,000	6,900	38.0%
Total Fixed Costs		5,000	6,900	38.0%
Total Non-Personnel		142,183	216,236	52.1%

Total Expenditures		465,413	516,366	10.9%
Net Expenditures		-	-	-

Wastewater Treatment Plant**Revenues**

05-092-210	Sewer Connections	7,000	7,000	0.0%
05-093-310	Sewer Rate Study	146,573	235,661	60.8%
05-093-311	Sewer Usage Fees Lebanon	57,794	57,794	0.0%
05-093-315	Sewer Usage Fees DHMC	103,817	103,817	0.0%
05-093-320	Sewer Usage Fees Hanover	862,158	862,158	0.0%
05-093-330	Tipping Fees and Other	25,120	25,120	0.0%
05-093-331	Industrial Pretreatment	-	2,000	-
05-093-369	Outside Projects	645,000	254,000	-60.6%
05-094-410	State Aid Water Pollution	106,043	99,912	-5.8%
05-094-411	Capital Project Financing	2,992,608	-	-100.0%
05-097-720	Insurance Dividend	2,000	2,000	0.0%
05-097-750	Transfer from Reserve	908,228	75,662	-91.7%
05-097-760	Fund Balance Used	206,000	-	-100.0%
Total Revenues		6,062,341	1,725,124	-71.5%

Expenditures**Personnel Costs**

05-210-110	Full Time Services	416,153	466,018	12.0%
05-210-140	Overtime Services	20,000	23,608	18.0%
Total Personnel		436,153	489,626	12.3%

Plant Operation

05-210-300	Professional Services	354,040	340,555	-3.8%
05-210-410	Utilities	135,588	114,433	-15.6%
05-210-430	Repair and Maintenance	46,530	52,803	13.5%
05-210-490	Property Services	15,405	23,773	54.3%
05-210-500	Dues and Memberships	650	755	16.2%
05-210-600	Supplies and Materials	44,600	90,210	102.3%

05-210-700	Operational Equipment	10,000	-	-100.0%
05-210-800	Auto/Education	1,600	1,700	6.3%
05-210-901	Charge to Water Company	(380,007)	(429,966)	13.1%
05-210-905	Charges to/from Other Departments	317,072	286,335	-9.7%
05-210-960	Transfer to Capital Reserve Fund	108,000	200,000	85.2%
Total Plant Operation		653,478	680,598	4.2%

Outside Projects

05-424-700	Capital Outlay	25,000	254,000	916.0%
Total Outside Projects		25,000	254,000	916.0%

Fixed Costs

05-610-980	Debt Service-Principal	95,000	95,000	0.0%
05-610-981	Debt Service-Interest	32,490	25,270	-22.2%
05-620-400	Property/Liability Insurance	12,000	12,750	6.3%
05-620-500	Unemployment Insurance	50	25	-50.0%
05-640-210	Section 125 Benefits	45,442	49,101	8.1%
05-640-220	FICA	19,000	21,788	14.7%
05-640-230	Retirement	12,515	16,804	34.3%
05-640-260	Workers Compensation	1,877	2,000	6.6%
05-645-219	Compensation Adjustment	2,500	2,500	0.0%
Total Fixed Costs		220,874	225,238	2.0%

Capital Costs

05-720-740	Capital Reserve Eqpt. Purch.	21,836	75,662	246.5%
05-740-740	Capital Outlay-Plant Upgrades	4,705,000	-	-100.0%
Total Capital Costs		4,726,836	75,662	-98.4%
Total Non-Personnel		5,626,188	1,235,498	-78.0%

Activity Totals

Plant Operation	1,089,631	1,170,224	7.4%
Outside Projects	25,000	254,000	916.0%
Fixed Costs	220,874	225,238	2.0%
Capital Costs	4,726,836	75,662	-98.4%
Total Expenditures	6,062,341	1,725,124	-71.5%
Net Expenditures	-	-	-

Parking

Revenues

Enforcement, Peripheral Parking and Transportation

07-093-310	Metered Parking	445,000	430,000	-3.4%
07-093-311	Temporary Meter Rental	5,000	10,000	100.0%
07-093-320	Parking Fines	330,000	330,000	0.0%
07-093-330	Permit Parking	80,000	63,000	-21.3%
07-093-350	Free Fare Zone Reimbursements	63,303	75,202	18.8%
07-097-720	Insurance Dividends	1,000	250	-75.0%
07-097-760	Fund Balance Used	148,280	112,484	-24.1%
Enforcement, Per Pk and Transp Revenue		1,072,583	1,020,936	-4.8%

Parking Facility

07-091-106	Tax Increment Financing District Tax	85,000	85,000	0.0%
07-093-309	Short Term Parking Fees	117,500	127,500	8.5%
07-093-331	Permit Parking	140,000	155,000	10.7%
07-093-352	Facility 7 Leb Street Deficit Pkg Payment	103,020	103,020	0.0%
Parking Facility Revenue		445,520	470,520	5.6%
Total Revenues		1,518,103	1,491,456	-1.8%

Expenditures**Personnel Costs**

07-110-110	Enforcement-Full Time	137,997	144,119	4.4%
07-110-115	Enforcement-Part Time	2,884	3,380	17.2%
07-110-125	Enforcement-Temp Super	500	500	0.0%
07-110-140	Enforcement-Overtime	5,000	4,000	-20.0%
07-310-110	Facility-Full Time	56,780	59,490	4.8%
07-310-115	Facility-Part Time	23,921	24,530	2.5%
07-310-140	Facility-Overtime	5,500	5,500	0.0%
Total Personnel		232,582	241,519	3.8%

Enforcement

07-110-300	Professional Services	2,300	2,050	-10.9%
07-110-430	Repair and Maintenance	1,000	1,500	50.0%
07-110-431	Computer Repair	500	500	0.0%
07-110-440	Lot Rentals	51,360	47,280	-7.9%
07-110-490	Contracted Services	6,908	5,444	-21.2%
07-110-500	Other Purchased Services	3,435	3,435	0.0%
07-110-600	Supplies and Materials	19,027	19,882	4.5%
07-110-740	Operational Equipment	11,305	10,738	-5.0%
07-110-800	Auto/Education	800	800	0.0%
07-110-905	Charges to/from Other Departments	201,998	215,849	6.9%
07-110-960	Transfer to Capital Reserve Fund	2,660	2,660	0.0%
Total Enforcement		301,293	310,138	2.9%

Peripheral Parking and Transportation

07-210-490	Shuttle Service Contract	200,177	226,182	13.0%
07-210-496	Thompson Lot Rental	10,250	-	-100.0%
07-210-900	Charges from Administration	98,607	89,557	-9.2%
Total Peripheral Parking/Transport		309,034	315,739	2.2%

Parking Facility

07-310-300	Telephone	1,080	1,080	0.0%
07-310-410	Utilities	19,350	19,350	0.0%
07-310-430	Repairs and Maintenance	12,000	6,500	-45.8%
07-310-440	Rentals	41,208	41,208	0.0%
07-310-490	Property Services	17,759	22,751	28.1%
07-310-600	Other Purchased Services	3,000	3,000	0.0%
07-310-600	Supplies and Materials	3,500	13,226	277.9%
07-310-730	Facility Improvements	50,000	50,000	0.0%
Total Parking Facility		147,897	157,115	6.2%

Fixed Costs

07-610-980	Debt Service-Principal	105,000	105,000	0.0%
07-610-981	Debt Service-Interest	223,968	219,768	-1.9%
07-620-400	Property/Liability Insurance	8,099	8,600	6.2%
07-640-210	Section 125 Benefits	75,630	73,980	-2.2%
07-640-220	FICA	15,937	14,688	-7.8%
07-640-230	Retirement	9,962	10,442	4.8%
07-640-260	Workers Compensation	2,408	2,385	-1.0%
07-645-219	Compensation Adjustment	5,000	5,000	0.0%
Total Fixed Costs		446,004	439,863	-1.4%

Capital Costs

07-720-741	Parking Lot Paving	61,293	17,082	-72.1%
07-721-740	School Street Property	20,000	10,000	-50.0%
Total Capital Costs		81,293	27,082	-66.7%
Total Non-Personnel		1,285,521	1,249,937	-2.8%

Activity Totals

Enforcement	447,674	462,137	3.2%
Peripheral Parking and Transportation	309,034	315,739	2.2%
Parking Facility	234,098	246,635	5.4%
Fixed Costs	446,004	439,863	-1.4%
Capital Costs	81,293	27,082	-66.7%
Total Expenditures	1,518,103	1,491,456	-1.8%
Net Expenditures	-	-	-
Special Revenue Funds Total Expenditures	10,013,828	6,225,170	-37.8%
Special Revenue Funds Net	-	-	-

Town of Hanover Statement of General Indebtedness FY 2003-04 (Projected Actuals) - Balances Due include Principal and Interest

		Balance Due @	Projected FY2003-04 Debt Service Payments	Projected FY2003-04 Debt Service Incurred	Projected Balance Due @
	Matures	7/1/2003			6/30/2004
General Fund					
1986 Police/Municipal Building Bond	7/1/2007	\$ 482,340	\$ (109,580)	\$ -	\$ 372,760
2000 Copier Lease - Town Hall	3/1/2004	2,742	(2,742)	-	-
2001 Wheel Balancer, Tire Changer	1/1/2005	4,706	(2,876)	-	1,830
2001 Copier Lease - Planning and Zoning	6/1/2005	4,560	(2,280)	-	2,280
2001 Copier Lease - Police Department	12/1/2005	8,670	(3,468)	-	5,202
2002 Howe Library Phone System	8/1/2004	4,316	(3,652)	-	664
2002 Police Dispatch Console Bond	6/14/2012	172,075	(25,468)	-	146,607
2003 Vehicles for Water Company (*)	9/1/2005	43,149	(19,177)	-	23,972
2003 Digital Recorder for Emergency Dispatch	10/1/2007	16,306	(3,763)	-	12,543
2003 Community Center Bond	1/15/2023	2,217,170	(146,008)	-	2,071,162
Total General Fund		\$ 2,956,034	\$ (319,014)	\$ -	\$ 2,637,020
Waste Water Treatment Plant Fund					
1986 Treatment Plant Bond - (State Water Pollution Aid received to apply against debt service)	7/15/2007	565,250	(127,490)	-	437,760
Parking Fund					
1999 Parking Facility Bond	1/15/2029	8,497,170	(328,968)	-	8,168,202
Total All Funds		\$ 12,018,454	\$ (775,472)	\$ -	\$ 11,242,982

Note (*): Vehicle leasing costs billed to Hanover Water Works Company.

Town of Hanover Special Fund Balances

Name of Fund	Balance @ 7/1/2002	Deposits	Withdrawals	Balance @ 6/30/2003
Conservation Commission Fund	\$ 389,229	\$ 102,105	\$ (800)	\$ 490,535
Disability Insurance Reserve Fund	35,148	-	-	35,148
Etna Fire Truck Fund	691	-	(267)	424
Fire Equipment Restoration Fund	299	-	-	299
Town Self-Insurance Reserve Fund	28,551	-	-	28,551
Wicker Family Foundation Fund (+)	1,677	-	(1,677)	-
Total Special Funds	\$ 455,595	\$ 102,105	\$ (2,744)	\$ 554,957

Note (+): Balance transferred to Trustees of Trust Funds in May 2003.

Town of Hanover Trust Funds

	7/1/2002 Market Value Balance (1)	Income	Realized and Unrealized Gain/(Loss)	Deposits	Withdrawals	6/30/2003 Market Value Balance
Common Trust Funds						
Cemeteries	\$ 125,815	\$ 3,513	\$ (10,180)	\$ -	\$ (3,030)	\$ 116,118
Library	1,704	48	(138)	-	(60)	1,554
Poor	261	7	(21)	-	(9)	238
Schools	9,546	267	(772)	-	-	9,040
Subtotal Common Trust Funds	\$ 137,326	\$ 3,834	\$ (11,111)	\$ -	\$ (3,099)	\$ 126,950
Capital Reserve Funds						
Ambulance Equipment	\$ 111,935	\$ 1,254	\$ -	\$ 24,500	\$ -	\$ 137,689
Fire Department Vehicle and Equipment	266,481	3,053	-	90,000	(20,154)	339,380
Highway Construction and Mtce. Eqpt.	333,737	3,823	-	166,000	(145,819)	357,742
Howe Library Bldg Repair and Equipment	22,038	252	-	-	-	22,290
North College St. Reconstruction	91,140	1,044	-	-	-	92,184
Parking Vehicles and Facility Improvements	66,906	761	-	202,660	-	270,327
Police Vehicles and Equipment	104,486	1,191	-	60,700	(164,529)	1,848
Sewer Eqpt. And Facilities Improvements	1,128,654	12,930	-	108,000	(90,713)	1,158,871
Municipal Transportation Improvement Fund	-	28	-	65,535	-	65,563
Subtotal Capital Reserve Funds	\$ 2,125,377	\$ 24,338	\$ -	\$ 717,395	\$ (421,215)	\$ 2,445,895
Restricted Purpose Funds						
Bridgman Trust Fund (*)	\$ 1,059,997	\$ 33,994	\$ (9,194)	\$ -	\$ (40,000)	\$ 1,044,797
Bruce Essay Prize (+)	1,337	48	(123)	423	-	1,684
Dagmar's Place	10,009	279	(810)	-	(131)	9,348
Educationally Handicapped (*)	94,119	2,630	(7,615)	25,000	-	114,134
Etna Library Expendable Trust	3,521	46	-	3,824	-	7,391
Fierro Fire Dept. Memorial	5,630	157	(456)	-	-	5,332
Fire Dept. Gift - Thermal Imaging Camera	-	256	-	30,000	-	30,256
George Ryder Post Veterans' Fund	869	24	(70)	-	-	823
Hardy Trust for Etna Library	33,122	925	(2,680)	-	-	31,367
Jeremiah Ice Hockey (+)	2,710	151	(331)	3,116	-	5,647
Justine Griffith Trust	(1,531)	-	-	-	-	(1,531)
Land & Capital Improvements Fund	206,671	5,807	(16,666)	97,550	(33,893)	259,469
Residual Balance in Terminated Funds (2)	33,558	937	(2,715)	-	-	31,780
R.W. Black Community & Sr. Ctr.	1,101,193	8,180	-	6,022	(1,115,223)	172
Rennie Nursing Service	31,943	892	(2,585)	-	-	30,250
Rueb Photography Prize(+)	-	243	(358)	10,000	(75)	9,810
Sawyer Trust	12,397	346	(1,003)	-	(60)	11,680
School Building Maintenance Fund (*)	10,175	365	-	25,000	-	35,540
Stockbridge Fund	19,398	542	(1,570)	-	-	18,370
Termination Benefits	88,048	2,458	(7,124)	-	-	83,382
Wicker Fdn. Cemetery Improvements	-	t	-	1,677	-	1,678
Subtotal Restricted Purpose Funds	\$ 2,713,166	\$ 58,281	\$ (53,299)	\$ 202,612	\$ (1,189,382)	\$ 1,731,378
Grand Total Trust Funds						
	\$ 4,975,869	\$ 86,453	\$ (64,410)	\$ 920,007	\$ (1,613,696)	\$ 4,304,223

*Hanover School District Funds, +Dresden School District Funds

Note 1: In an effort to more fairly allocate the accumulated realized and unrealized gains and losses among the individual trust funds, the Trustees of Trust Funds have completed an analysis and time-weighting allocation of income, gains and losses for certain pooled funds going back to 1980. In recognition of this analysis and acknowledging the difference between book value and market value reporting, the beginning balances at 7/1/2002 for certain trust funds have been changed. The Trustees have chosen to reflect Market Value in their annual reporting to the Town.

Note 2: This research project determined a net underdistribution of funds from the terminated Land Acquisition & Capital Improvements Fund and the Capital Improvements from Land Sale Fund. The undistributed balance will be disbursed 50% to the Conservation Fund and 50% to the Land & Capital Improvements Fund during the 2004 fiscal year, in accordance with the May 1999 Town Meeting vote authorizing the termination of these two funds.

Town Treasurer

The Treasurer of the Town of Hanover for the fiscal year ending June 30, 2003 submits the following summary report of receipts and disbursements, and cash and cash equivalents:

Cash Balance at July 1, 2002	\$2,412,649
Plus: FY2002-03 Receipts from All Sources	\$42,490,304
Less: FY2002-03 Authorized Disbursements	<u><\$44,154,143></u>
Cash Balance at June 30, 2003	<u><u>\$748,810</u></u>

Petty Cash Balance at June 30, 2003	<u><u>\$1,280</u></u>
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Investments Balance at June 30, 2003	<u><u>\$10,253,397</u></u>
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Respectfully Submitted,

Michael J. Ahern, Treasurer

Hanover Finance Committee Report on the FY 2004-05 Town of Hanover Budget

At its meeting on March 22, 2004, the Hanover Finance Committee voted unanimously to support the Hanover Town Budget as adopted by the Board of Selectmen.

The Town Manager was asked by the Board of Selectmen to develop a budget that included a tax rate increase target of 2.1% for FY 2004-05. These guidelines were set in November of 2003, and reflected an estimate of the applicable consumer price index. The 2.1% guideline specifically excluded the first of twenty yearly installments of \$100,000 the Town is to pay to the Dresden School District as part of the tripartite agreement. This agreement between the Town of Hanover, Dartmouth College and the Dresden School District encompasses arrangements for the planned new Middle School, renovations to the High School, and the likely tax impact of the funds required for these plans.

The guidelines set by the Board of Selectmen are met by the proposed budget. This budget includes an increase in the general fund municipal tax rate for the upcoming tax year of 4.0%. With the exclusion of the \$100,000 payment, the increase over the current general fund municipal tax rate is 2.1%.

To achieve the budget guidelines, \$119,862 will be drawn against the General Fund undesignated fund balance. It is generally accepted that an appropriate undesignated fund balance consists of 5-10% of the operating budget. In a reflection of active management over the last four years, the current draw leaves the fund balance well within these recommendations. Despite the adequacy of this reserve, the Finance Committee agrees with the general principle that the undesignated fund balance should be reserved for non-recurring expenses, rather than for continuing obligations.

It should be noted that as the negotiated agreements with the town's employees are all in mid-cycle, a degree of stability in expenditures potentially benefits the current proposed budget.

Over the years, the Town of Hanover has developed a superior level of service and infrastructure. Services such as our police, fire, ambulance, public works, wastewater, library and recreation are well funded and provide exceptional services to the residents of Hanover and the Upper Valley. This budget maintains these services. A significant reduction in expenditures is realized through alterations in the curbside recycling program.

The Finance Committee wishes to thank the Board of Selectmen, Town Manager Julia Griffin and Director of Administrative Services Betsy McClain for their hard work and dedication in developing a budget that is prudent and responsible.

Respectfully submitted,

Athos J. Rassias, Co-Chair

Members: Nicholas Harvey, Athos J. Rassias, Mado Macdonald, Dick Podolec, Peter Christie, Anne Segal, Phil Harrison

Chapter 3

Town Department Reports

Administrative Services Department

The Administrative Services Department consists of the Finance Department and Management Information Systems. With a combined staff of four full-time employees, this department is responsible for all the financial reporting, financial transaction processing, and Information Technology support functions for the Town.

Accounting Office: The three-person accounting team handles Accounts Payable, Payroll, Accounts Receivable, Cash Receipts and other general accounting duties for the Town. In addition, the Department provides staff support to the Trustees of Trust Funds and the Finance Committee, and coordinates the Town's risk management program. This past fiscal year saw the retirements of Phyllis Lemay and Madalyn Sprague who shared 35 years of combined dedicated service with the Town. Our current staff includes Director of Administrative Services Betsy McClain, Accounting Coordinator Pat Coutermarsh, and Accounting Assistant Dianalynn Varin. Staff is working together to improve the availability of timely financial information to Town departments, and striving to automate many of the existing accounting practices. The biggest challenge on the near horizon for the Department is to implement Government Accounting Standards Board (GASB) Statement #34, requiring the identification, valuation, and reporting of the Town's fixed assets, including municipal infrastructure.

Management Information Systems: The Management Information Systems (MIS) Department is solely staffed by its Director: Corey Stevens. MIS assists departments in selecting, implementing, and utilizing software solutions to improve government services. The MIS Director oversees the Town's wide area network and a standardized hardware replacement schedule, managing standard desktop components over a 4-year useful life.

Assessing Department

The Assessing Department is responsible for maintaining the Town's property assessment records and providing the taxpayers of Hanover with a cost effective property tax system that is both fair and equitable. Information on the assessment of property, the abatement process, and exemptions is available on the Town's website at www.hanovernh.org or at the Assessing Office on the first floor of Town Hall.

Local Real Estate Market: The local real estate market continues to be strong and appreciation is a significant factor in the market. Demand for residential homes, condominiums and vacant developable land is high and sale prices have increased accordingly. The commercial, institutional, and industrial market is healthy and continues to show steady, but slower, growth.

Average Assessment: The town's equalization rate for tax year 2003 is 94.3%—which means the average assessment in Hanover is at 94% of market value as of April 1, 2003. The equalization rate for tax year 2002 was 59%; the difference between the two years is attributed to the change in assessments resulting from the TY2003 town-wide revaluation.

Property Revaluation Program: The Assessing Department completed, for TY2003, the first town-wide property revaluation program in 13 years. It was done primarily by the assessing staff

with help from a contract employee/data collector. The cost of the program, using assessing staff, the town's appraisal software and contract services, was approximately ¼ of what it would have been if the town had contracted with a private company. The Office expects that the NH Department of Revenue's certification report, due out later this spring, will reflect positively on all aspects of the program. By state law, providing that the Selectboard does not choose to do it sooner, the next revaluation program is scheduled for TY2008.

Tax Year 2003 Summary of Assessments

Land	
Current Use (19,908 Acres)	\$ 1,900,400
Conservation Restriction	2,900
Residential	400,922,200
Commercial/Industrial	<u>67,582,100</u>
Total Taxable Land	\$ 470,407,600
Buildings	
Residential	\$ 739,189,600
Commercial/Industrial	<u>176,722,400</u>
Total Taxable Buildings	\$ 915,912,000
Public Utilities	
Water	\$ 10,688,300
Electric	<u>9,196,200</u>
Total Taxable Public Utilities	<u>\$ 16,613,000</u>
Total	\$ 1,406,204,100

Staff: Michael J. Ryan, Director of Assessing; Sue Romano, Financial & Information Analyst.

Community Counselor

The Community Counselor is a social worker serving the Town of Hanover and the Dresden School District. The Community Counselor's office is now located in a more accessible location on the second floor of the Richard W. Black Community Center.

Services Provided: In fiscal year 2002-03, responded to 194 clients of whom 29 were children, adolescents, and/or their families, 58 were community residents, 11 applied for general assistance (Town Welfare), and 96 participated in the Hanover Alcohol Diversion Program.

Services provided July 1 to December 30, 2003: 157 clients

School/ families:	13
Town:	42
General Assistance	5
Alcohol Diversion:	97

General Assistance (Welfare): In fiscal year 2002-03, the Town spent \$7,815 to assist 11 people. From July 1 to December 31, 2003 the Town spent \$1,024 to assist 4 people (1 family, and 3 individuals, 1 of whom was homeless).

Hanover Alcohol Diversion Program: This program provides an educational alternative to court for persons arrested for possession of alcohol. In fiscal year 2000-01, 31 individuals ages 16-20, participated in the program.

Senior Citizens: Responded to the needs of older residents living in the community and at Summer Park Residences, Hanover's subsidized housing for senior citizens and persons with disabilities, which is now managed for the Town by the Lebanon Housing Authority. The Community Counselor and the Lebanon Housing representative work collaboratively in maintaining the standards and care of Summer Park.

Committees and Other Activities: Ongoing committees include the Community Substance Abuse Advisory Committee (CSAAC), the Senior Center Steering Committee, Hanover High School Pupil Services Committee, Common Ground (high school advisory system) Steering Committee, and Hanover High School Captains Council. This year the Community Counselor has taken over administering the Youth Risk Behavior Survey which is taken by students in grades 8-12 every two years. We are pleased this year to release the results to the public.

The Town also helps support the Dresden Student Assistance Counselor. A certified substance abuse specialist, the counselor works three days a week for the Dresden School District. In 2002-03, the counselor ran twelve peer support groups for a total of 88 Hanover High School students, responded to referrals from students, staff, and parents, and provided education on alcohol and other drugs to approximately 180 Richmond School 8th grade students.

Staff: Dena Romero

Etna Library

The Hanover Town Library provides a wide range of materials for adults, young adults, and children. Circulating materials include current fiction and nonfiction, classics and recorded books. In addition, a rotating collection of videos and unabridged recorded books is provided through the library's participation in the Librarians of the Upper Valley Cooperative. All of the Library's materials are included in the online catalog shared with Howe Library.

Statistics from FY 2000 to FY 2003 show a notable increase in Etna Library services. Patron visits have increased 47%, from 2,724 to 3,998 visits a year. Circulation of adult items has increased 29%, from 2,447 items to 3,161 items, and overall circulation has increased 14%, from 6,469 items to 7,369 items. Number of programs has increased 67%, from 67 to 112 programs, and program attendance has increased 109%, from 730 to 1,526 participants. Interlibrary loans borrowed from other libraries has increased 329%, from 34 items to 146 items.

The library's mission statement summarizes its services and programs: "The Hanover Town Library will be an active presence in the village, providing its services to the community in a

personal manner while preserving its historic building.” Adult library programs include a monthly adult reading group and the Mud Season Reading Program. The 2003 Mud Season Reading Program featured an evening with Janet Evanovich talking about her Stephanie Plum novel, *To The Nines*. In May, Professor Jere Daniell presented a talk on *Town and Village in New Hampshire*.

Programs for young children are held weekly at the Etna Library. Children under three years are introduced to books, rhymes and crafts in *Hands on Books* on Fridays at 9:30 a.m. Children three to six years old participate in *Stories and Art* on Tuesdays at 10:30 a.m. Additional programs for children of all ages included a *Halloween Sing-Along* with Marcia Williams and *Stories From Around the World* with Judy Witters.

During Summer 2003, Etna Library presented a series of Community Picnics for patrons of all ages. The season began with the annual Community Picnic/Booksale. Additional picnics included John Stadler showing his new picture book *Catilda*, Sarah Masters Buckey reading her new children’s book *Gangsters at the Grand Atlantic*, Tom Jacobs sharing a woodworking project for children, and Nilda Gomez presenting a *Listen and Draw* program. *Stories and Art for the Whole Family* was presented weekly throughout the summer.

The Hanover Town Library is strongly supported by a dedicated group of about 25 volunteers. Volunteers staff the library on Saturday mornings, organize the Mud Season Reading Program for adults, and support the summer community picnic series as well as the annual June book sale.

The Centennial Committee is planning a series of programs for adults and children to celebrate the library’s 100th birthday in August 2005. Members of the committee are Beth Vesley, Paula Berg, Chris Bentivoglio and Rhonda Siegel. In anticipation of the centennial celebration, the Hanover Town Library is featured in the 2004 Hanover Town Calendar.

In May 2003, Etna Library volunteers, Etna residents and the Etna Ladies Aid met to share memories of life over the years in Etna. This conversation was the starting point of planning for the Hanover Town Library Centennial. At the Etna Old Timers Fair, library volunteers staffed a table where visitors could identify photographs of local people and places, as well as antiquarian tools. Etna Library was represented in the Etna Old Timers Fair and the Fourth of July parades by “The Library on the Hill” float, crafted by Tom Jacobs.

A library display of beautiful quilts, organized by Geraldine North, has been greatly enjoyed by patrons. Artists who loaned a quilt for display from January to December 2003 were Kris Burnett, Pat Clinton, Rosalie Cutter, Jann Block, Shirley Hudson, Jane Buskey, Mary Hardy, Linda Bowden, Fran Baschnagel and Geraldine North.

Statistics				
	<u>7/1/99- 6/30/00</u>	<u>7/1/00- 6/30/01</u>	<u>7/1/01- 6/30/02</u>	<u>7/1/02 - 6/30/03</u>
Total Circulation	6,469	6,246	6,295	7,369
Adult Circulation	2,447	2,484	2,892	3,161
Juvenile Circulation	4,022	3,762	3,403	4,208
Patron visits	2,724	2,595	3,244	3,998
Adults	1,587	1,492	1,891	2,341
Children	1,137	1,103	1,399	1,657
Library programs	67	68	101	112
Program Attendance	730	709	1,098	1,526
Volunteer hours	88	110	117	121
<hr/>				
	<u>6/30/00</u>	<u>6/30/01</u>	<u>6/30/02</u>	<u>6/30/03</u>
Holdings	6,651	6,991	7,650	7,653
Hours open weekly	20	20	20	20
	<u>12/31/99</u>	<u>12/31/00</u>	<u>12/31/01</u>	<u>12/31/02</u>
Registered Patrons	156	177	217	234

Library Hours: Mondays and Thursdays from 2:00 pm to 7:00 pm; Tuesdays and Fridays from 10:00 am to 2:00 pm; Saturdays from 10:00 am to noon. Closed Wednesdays and Sundays.

Staff: Barbara Prince, Librarian; Geraldine North, Library Assistant.

Fire Services

	<u>FY'02</u>	<u>FY'03</u>
Structure Fires	25	33
Vehicle Fires	3	1
Brush Fires	4	4
Trash/Dumpster	3	1
Spills or Leaks	11	8
Electrical Problems	22	12
Water Evacuations	4	17
Smoke Removal	34	21
Smoke Odor	7	0
Malicious False Alarms	14	16
Mutual Aid Provided	5	21
Alarm Malfunctions	180	112
Unintentional Alarms	192	174

Other*	175	311
Total	<u>679</u>	<u>731</u>

*Includes: Salvage, Police Assistance, Steam Leaks, Elevator Malfunctions, Service Calls, Rescue Calls, Extrication

Emergency Medical Services

	<u>FY'02</u>	<u>FY'03</u>
Private	398	391
Lyme	48	59
Norwich	82	63
Kendal	27	26
Dartmouth	81	61
Wheelock/Terrace	75	56
Non-Transport	N/A	223
Total	<u>711</u>	<u>879</u>

The Fire Department is a multifunctional organization called upon to provide emergency services, as well as non-emergency services. The emergency response aspect includes calls for all types of fires, rescues, emergency medical and hazardous materials situations.

The non-emergency calls for service include such things as construction plan reviews for fire alarm and sprinkler system compliance; conducting fire drills in the public schools, college dormitories, fraternities and sororities. We also conduct fire extinguisher training for local businesses, as well as CPR and automated external defibrillator classes.

Work continues on rewriting the Town Emergency Plan, and work will commence this spring to write a "hazardous mitigation" plan. The federal government has indicated that the hazard mitigation plan is a prerequisite for future grant awards.

Department Staff: Full-time: 17 Call Members: 15

Fulltime

Roger Bradley, Fire Chief; Christopher Broderick, Michael Clark, Jeryl Frankenfield and Michael Hinsley, Fire Captains; Judy Stevens, Administrative Assistant; James Belanger, Timothy Bent, David Goodrich, David Hautaniemi, Robert Mousley; Firefighter/EMTs; Michael Gilbert, Michael Hanchett, Bertram Hennessy, Dan Lang, Richard Low, Jeremy Thibeault, Firefighter/Paramedics.

Call

Richard Baughman, Warren Belding, Hugh Brannen, Glenn Elder, Alan Fullington, John Hochreiter, Karen Jacobi, Shannon Kuelwein, Kevin LaHaye, Michael Lauria, Kenneth Lee, David Lemere, Timothy Ouellette, David Pelton, Kenneth Pelton.

After 29 years of service to the Town of Hanover, Firefighter/EMT Timothy Bent will retire on April 1. Tim will be missed on the full-time force, however, he has agreed to stay on as a call firefighter, working out of the Etna Station. His availability and knowledge of Etna will be a huge asset to the Etna community.

Fire Department

The Fire Department's creed is to "protect life and property." Utilizing the resources that we have, we were successful in keeping the property loss to a minimum.

Fire Department members continue to dedicate many hours of time and energy to maintaining and improving their skills and proficiency.

The department's newest employee, Jeremy Thibeault comes to us trained to the Paramedic level. Dan Lang will be certified at the Paramedic level by the end of June, 2003.

Through the combined efforts of the Fire Department, Police Department and the Town's Office of Emergency Management, we applied for, and received, a grant to update the town-wide emergency plan, purchase additional equipment for the Emergency Operations Center and conduct a mass casualty incident response drill.

It should be noted that with the concern that has been generated regarding terrorist threats and the potential for biological or chemical releases against us, we are not prepared, however, we are working on a state-wide small pox vaccination protocol. Other planning continues to address this important issue.

Howe Library

This past year was one of hope. The staff was revitalized with the realization that the long-awaited building program was truly underway. The experience of working with the original architect of the current building, Gerrit Zwart, in association with Shepley Bulfinch Richardson and Abbott of Boston, has been positive beyond our hopes. The architects have listened. Although the planning for the new building, as well as the capital campaign to raise \$5.5 million for expansion and complete renovation, has been added to an already full schedule for the staff, everyone has been involved and all have expressed appreciation for that opportunity. The project developed smoothly and, when completed, will answer the needs of the community for continued excellence in library service well into the future. During the transition, each department will need to be relocated to a temporary location and collections will need to be moved at least once. We will remain open during construction and seek your patience. Plans for ground-breaking in April, 2004 translate into excitement for all involved with the Library.

Our cooperative ventures with area institutions – Hanover schools, ValleyNet, and the Montshire Museum continue and were expanded this year by new, interesting joint projects with the Hood Museum and the Hopkins Center of Dartmouth College, the Upper Valley Community Foundation and Vermont Public Radio.

The Town of Hanover and the Howe Library Corporation are joined together in a shared financial commitment to Howe Library.

Our thanks to the many, many people, including those serving on various committees, who volunteered their time at the Library during this past year.

Marlene McGonigle, Director

Collections/Reference: Mary Hardy

- The Library was pleased to offer a new “Books-to-Go” service. Sets of 25 bags, each containing ten copies of a title along with reviews, author information, and discussion guides. Designed for book groups, this service is so successful we are doubling the offering in 2004.
- Two new databases may be accessed from Library terminals or from your home using our website:

Britannica Online includes encyclopedia articles, daily news archives, and access to past editions;

Contemporary Authors is a bio-bibliographical source.

Public Relations/Programs and Exhibits: Ellen Lynch

- The second season of *Authors at The Howe*, supported by Fund 2002, presented well-known children’s and adult authors: Reeve Lindbergh, Jodi Piccoult, Ernest Hebert, Alison Funk, Cleopatra Mathis, Trina Shart Hyman and Katrin Hyman Tchana.
- Book discussions included: *Out of Asia: Novels of Japan; With Earth in Mind; and Traditions*, a series of programs on New England music and culture.
- *Writers on Writing* series presented five programs of local authors talking about recent books and writing experiences.
- *Cine Salon*, Bruce Posner’s film series was presented in the fall and spring.
- *Play Reading* is a series organized by volunteers Nita Choukas and Joan Snell. Plays included works by T.S. Eliot and August Wilson.
- Monthly art exhibits with receptions, the Bach Study Group, and the Elden Murray Photography Exhibition rounded out a bountiful year of programs and exhibits.

Youth Services: Denise Reitsma

- Last spring our talented assistant, Susan Milord, published her first children’s book, *Willa the Wonderful*. Susan left us in January 2004 to pursue her writing career full time. Mary Danko was hired and has quickly become a vital member of our staff.
- Four weekly storytimes continue although there is demand for more. The Squam Lake Science Center and VINS were featured for special programs by naturalists. The summer reading program – Reading Rocks the Granite State – included cooperative programs with Lorin Amidon, a geologist from Dartmouth and special prizes donated by The Wall (climbing wall).
- We continued to hold successful joint programs with Joanne Cimato, the Librarian at the Ray School. Denise spent a week at the school reading to every class and doing book talks with Joanne Cimato.
- Thanks to Fund 2000, we purchased an original work of art, *The Fortune Teller*, by Trina Shart Hyman.

Circulation: Kristina Burnett

- Among the public libraries in New England, Howe Library continues to rank among the highest in per capita circulation. Between July 2002 and June 2003, the Circulation staff served over 217,750 patrons who borrowed 206,174 items and used an additional 27,346 books, magazines and newspapers in-house. Books on CD and tape, videos and DVDs continue to be popular, accounting for an estimated 21% of the total circulation. Children's materials account for more than 1/3 of the total circulation.
- An upgrade to our system, Millennium, was accomplished with minimum disruption for the public.
- The Circulation staff continued to work with architects to finalize the design. The transition during construction is being carefully planned.

Technical Services/Systems: Pamela Smith

- The department focuses on planning and teledata needs for the entire building.
- Volunteers and staff processed and added nearly 5,000 new items. Due to space constraints, we discarded over 5,500. One item in, one item out is the current policy dictated by lack of space.
- A major upgrade to Millennium was performed successfully. The online catalog was enhanced with book jacket images.
- A server (Z39.50) was implemented to greatly expand our catalog beyond library walls. Patrons may now, with one search, execute searches in other libraries in NH. Likewise, patrons in remote locations may now search the Libraries of Hanover catalog using this technology.
- Cataloging, serials maintenance, and online ordering are centralized at Howe for both Etna and Howe libraries. Soon, Howe will also be responsible for Etna's contributions to the NH State Library Automated Network.
- Volunteers logged more than 230 hours in Technical Services.

Personnel: (*Italics note new staff*)

We were saddened June 27, 2003 with the loss of long-time friend and staff member, Mary Soderberg. Mary retired in 1997, after starting work in 1976, but remained on the staff as a substitute at the Circulation desk. We, staff and patrons, benefited from the quiet, kind, efficient manner of this gentle woman.

One of Mary's small quilts is being framed so her presence will continue to be felt here and in the expanded facility. Mary's neighbors have donated funding for two benches in the garden of the new library.

Town: Director: Marlene McGonigle; Assistant Director: Ellen Lynch; Office Manager: Janice Grady; Senior Public Services Librarian: Mary Hardy; Head of Technical Services: Pam Smith; Youth Services Librarian: Denise Reitsma; Circulation Supervisor: Kristina Burnett; Public Service Librarians: Polly Gould, Joanne Blais; Library Assistants: Ann Schofield, Lucinda Varnum, Charlotte Bernini; Technical Services Assistant: Mary Ryan; Youth Services Assistant: *Mary Danko*; Circulation Assistants: Jan Chapman, Christine Eickelman, Joan Ridgeway, Amelia Talbert, *Cynthia Taylor*; After School Monitor: Mark Alloway, Pages and Dartmouth work/study students.

Corporation: Jere Nelson, Development Coordinator; Bonnie Hutchins, Bookkeeper.

Howe Library Performance Indicators: Fiscal Years 2000 - 2003

	<u>FY 2000- 01</u>	<u>FY 2001- 02</u>	<u>FY 2002- 03</u>
Holdings	75,105	76,200	75,565
Circulation	239,004	231,557	233,520
Checked out	205,002	197,857	206,174
In house use, estimated	34,002	33,700	27,346
Adult	116,628	113,939	122,426
Children	88,374	83,918	83,748
Per cap inc. Dartmouth	19	18	19
Per staff member	16,016	15,457	16,234
Holds/reserves placed	6,005	6,712	8,191
Registered patrons	6,409	6,572	6,888
Resident patrons	4,855	5,063	5,258
Days open	334	337	335
Hours open, weekly average	56	56	56
Attendance, estimated	198,837	213,002	217,750
Reference questions	8,101	9,530	8,996
Interlibrary loan transactions	3,037	3,356	2,701
Library sponsored programs	363	432	298
Attendance/library programs	6,379	11,463	7,327
Public meeting room usage	840	569	536
Total meeting room usage	1,203	1,029	1,017
Volunteer hours	2,211	2,181	2,275
Electronic database usage		8,025	8,060
Public Catalog searches	17,885	33,945	112,420
Howe Website-pages accessed	76,716	97,920	118,121
Town Website-pages accessed	168,516	224,436	313,284
Public computer use-in-house		22,984	25,428

Hours: 56 per week

Monday – Thursday 10:00 – 8:00

Friday noon – 6:00

Saturday 10:00 – 5:00

Sunday 1:00 – 5:00 (Closed on Sunday in the Summer)

Human Resources Department

The objectives of the Human Resources Department are to promote the morale and well being of Town employees and to insure equitable personnel management. This report identifies our efforts to meet those objectives over the past year.

Recruitment: The Town of Hanover is widely recognized as a great place to work. One illustration of that fact is that we processed 518 employment applications for 22 vacant positions over the year.

Labor Relations: On July 1, 2003, the International Association of Fire Fighters (IAFF), Local 3288, representing employees in the Hanover Fire Department, began operating under the provisions of a new collective bargaining agreement that expires on June 30, 2005. As a consequence of this agreement, all Town employees now participate in precisely the same

flexible benefits package, including health insurance, dental insurance, short and long term disability, life insurance, medical and dependent care reimbursement accounts, and supplement insurance. Other benefits such as vacation, sick, and personal leave are also more uniform for all employees throughout the Town.

Health and Safety: The Joint Loss Management Committee (JLMC) meets every other month to review Workers' Compensation claims and promote health and wellness programs for Town employees. This year 44 employees took advantage of the JLMC sponsored flu clinic. JLMC members also conducted workplace safety inspections and made recommendations to improve the safety of our employees. Leadership of the JLMC shifted to the employee representatives when David Saturley and Bert Hennessey were elected co-chairs. Debbi Franklin provides continuity as Secretary and as the organizer and promoter of JLMC sponsored events. Kris Burnett drafted a safety and evacuation plan for the Howe Library, and inspired us to develop similar plans for each Town work site. The JLMC also made recommendations regarding defibrillators for Town offices and endorsed the Town of Hanover Safety Program for 2003. The JLMC was composed of the following representatives:

Kristina Burnett, Circulation Supervisor
Michael Chase, Operations Manager
Barry Cox, Human Resources Director
Debbi Franklin, Human Resources Assistant
Bert Hennessey, Firefighter/Paramedic
Terry Jillson, Administrative Assistant
Brett Ladd, Water Treatment Tech.

Randy MacDonald, Equipment Operator
Vicky McAlister, Deputy Town Clerk
David Saturley, Communications Officer
Tim Seigny, Water Distribution Worker
Chris Vitale, Asst. Dir. Parks and Rec.
Don Ware, Utility Engineer

Training Programs: On-going training helps ensure that our employees maintain the knowledge base and skills required to perform their jobs efficiently. Over 65 employees from various departments attended educational workshops and training sessions. These included Microsoft Access; Supervisor's Academy; Public Sector Labor and Employment Law; Snow Plowing; NH Public Works Academy; Electrical Safety; Lock Out – Tag Out; Identity Theft; Confined Space Entry; Municipal Safety Showcase; New Hampshire Retirement System Workshop; Get Fit With 5; Benefits Administration Workshop; Healthcare Tools; All About Asphalt; and March Into May.

Administrative Assistants Group: Debbi Franklin organized this group with representatives from each Department. The group meets on an ad hoc basis to discuss various issues such as payroll procedures, educational opportunities, and computer program problems. This kind of networking provides mutual support and improves the efficiency of our operations.

Newsletter: The "Town Times" is a bimonthly employee newsletter published by Debbi Franklin with contributions from other employees. It contains articles on Town programs, scheduled events, personnel news, and even classified ads. We believe that it has improved our communication and cultivated our connection to one another as employees.

Charitable Activities: We are proud that our employees support a variety of charitable activities that improve the quality of life in Hanover and the Upper Valley. Last year, 39 employees contributed \$5,504 to the Upper Valley United Way.

Twenty-eight employees participated in National Denim Day contributing \$110 to the Susan G. Komen Breast Cancer Foundation. At Christmas time, our employees also participate in the gift program for David’s House.

Staff: Barry Cox, Director and Debbi Franklin, Assistant

Parks and Recreation

Facilities: The Recreation Department was established in July of 1974 and operated out of Town Hall until 1976. The office was moved to 42 Lebanon St. until 1983 when the office moved to the Hanover Community Center at 10 School St.

The Recreation department moved into the new Richard W. Black Recreation and Senior Center, which is located at 48 Lebanon St., on July 11th. The Town sponsored the Grand Opening on Sept. 6th. Over 900 townspeople came to the RWBC, enjoying a pancake breakfast cooked by the Hanover Lion’s Club, activities for the kids and a time capsule workshop. Tennant/Wallace of Manchester designed the facility and Trumbull-Nelson was the Construction Manager. The RWBC is a 22,000 square foot, two story building with a full basement, large multi-purpose room, senior lounge area and arts and crafts room, community meeting rooms, office space for the Senior Center Director, Community Counselor, Recreation Director and Assistant Director, reception area, and “Teen Lounge” area is fully handicapped accessible. The Town is very proud of this new facility and the tremendous collaborative effort it took to build it. They thank Hanover citizens for supporting the project.

Programs: Many new programs were implemented this year, especially middle school programs, utilizing the Richard W. Black Center. They include: Pre-School Performers, Who’s Line is it Anyway?-Improv Club, Wall Crawlers Club, Fall Baseball Clinic, Ashtanga Yoga, Festive Food Workshop, Fun with Web Development, Cooking Class, Making the Video, Yoga for Teens, Swing dance lessons, and a X-Country Ski Class. Playground remained a staple to the summer offerings. Camp Circle H for Kindergarteners was also run at the Ray School. A collaboration with the League of NH Craftsmen for six summer art camps proved successful. The Activity Council for Teens (ACT) was formed. The group consists of Richmond School students who work with the Recreation Program to establish protocol for the Teen Lounge and to increase activities for middle schoolers. Grade specific events and some fund raisers are being planned.

Participation in Recreation Department athletics continues to remain high. Average participation for Ray School and Richmond School remains over 50% of the school’s population. Sports with the highest participation in Grades K-8 are: soccer, 426; Lacrosse, 150 (4th-8th), and Baseball, 182.

Winter:	Basketball only	Ray: 24%	RMS: 27.6%
Spring:	Baseball, softball, lacrosse, volleyball clinic, track and field	Ray: 37%	RMS: 56%
Summer:	Track, football camp, track camp, soccer camp	195 participants	
Fall:	Football, volleyball, soccer, field hockey	Ray 58.1%	RMS 49%
Kindergarten has the highest soccer participation at 70.9%			

The following is a breakdown of programs and participants for 2003.

Season	Athletic		Non-Athletic	
Winter	Youth - 265	Adults - n/a	Youth - 57	Adults - 43
Spring	Youth - 422	Adults - n/a	Youth - 160	Adults - 40
Summer	Youth - 235	Adults - 290	Youth - 270	Adults - 12
Fall	Youth - 597	Adults - n/a	Youth - 145	Adults - 58

Special Activities Included: Opening Day of the RWBC, a Pre-School Halloween Party, 1st-4th Grade Soccer Jamboree, 11th Annual Old-Fashioned 4th of July, 6th Annual Occom Pond Party, Haunted House, Egg Hunt, Mini-camps, Playground Special events, Muster Day, 10th Annual Spring Fling 5K, and the 11th Annual Turkey Trot. The 9th Annual March Madness Picnic, co-sponsored by the Hanover PTO, had over 195 Ray School students and family members participate. The three middle school dances continue to be popular. The 29th Annual Basketball Tournament drew 179 teams.

The Recreation Department continues to add information to the Town website. The registration form, gym and field locations, race results and general information have all been added this year. Photos of special events are also on the website.

Usage of the Community Center has been astounding. There have been over 225 requests since the Sept. 6th opening. User groups include: Hanover Recreation programs, Senior center programs, Taekwondo, Upper Valley Yoga, Norwich Bridge Group, Lion's Club, Boy Scouts and Girl Scouts, Upper Valley Dance Network, Alcohol Diversion, etc.

In 2003, the Volunteer Service Award was given to Jack Stinson, for his many years of service to the Recreation Department, especially for his work on special events and with the Skateboard Committee.

Personnel: The Recreation Department welcomed full time Receptionist/Program Assistant, Jeanne Vieten to the staff. Jeanne is busy at the front desk and handles all the facility bookings and billing.

Staff: Henry "Hank" Tenney, Director, Christine "Chris" Vitale, Assistant Director and Jeanne Vieten, Receptionist/Program Assistant

Planning and Zoning Department

The Planning and Zoning Department serves the Planning Board, the Zoning Board of Adjustment, the Conservation Commission, the Building Code Advisory Committee, and the Affordable Housing Commission. It is responsible for planning for the Town's future in such areas as land-use, economic development, housing policy, transportation, natural resource protection, and maintenance and enhancement of Hanover's special character and quality of life as identified in the Town's 2003 Master Plan. It is also responsible for zoning administration and enforcement, conservation administration, building inspections and code enforcement.

Staff comprises Planning and Zoning Director. Jonathan Edwards; Senior Planner, Vicki Smith; Zoning Administrator, Judith Brotman; Building Inspector, Ryan Borkowski and Administrative Assistant Beth Rivard.

Police Department

The Hanover Police Department's mission is to "provide professional and compassionate police service through partnerships that build trust, reduce crime, create a safe environment and enhance the quality of life in our community." The composition of the Police Department includes the following divisions: Administration, Patrol, Investigation, Dispatch, and Parking.

2003 started off on a positive note as far as staffing was concerned since it was the first time in almost six years that we reached a full complement of officers. However, that was short lived, as Officer John Kapusta and Detective Eric Bates were called up for military duty and ordered to Afghanistan. This resulted in a suspension of our COPS Hiring Grant, which was paying for three quarters of the salary and benefits of a police officer, and halted our efforts to dedicate an officer to full time traffic enforcement. To fill the gap in investigation, one patrol officer was temporarily reassigned to that division.

2003 was the year Washington opened its coffers and continuously poured out money for anything connected to emergency management for terror related events. Fortunately, many of these programs could be adapted for any type of disaster preparedness. We sought and received matching grants to outfit an emergency operations center, to buy clothing and gear to handle a biological/chemical attack or spill, and to fund the position of a person to rewrite the Town's emergency operations plan. This last piece has proven to be extremely valuable as it has given us the opportunity to take an in depth look at what we have, and what we need, in order to provide our citizens with the best service in case of a disaster. We were also the recipient of an outright grant (no match required) to purchase more portable radios.

As with any year, our state legislature is continuously passing new laws and expecting their enforcement. 2003 was no different. However, there was a change in how the law relative to underage drinking could be enforced, which has had a profound impact. No longer was it necessary to find someone in actual possession of an alcoholic beverage in order for there to be a consequence. The mere fact that an underage person had consumed a beverage, and was exhibiting signs of this consumption, would warrant some type of enforcement action. The number of our young people who were now being required to deal with illegal possession more than doubled. However, it was not so much a case of increasing our contacts, but more of a situation where people were now being required to deal with their illegal alcohol possession when, in the past, they would not have had to. It is important to note that our response to this perennial problem has been designed to provide an educational piece versus a punitive fine. The Town's Alcohol Diversion Program has taken the brunt of this increase and is thus illustrative of our commitment to help our young people prepare for the time when they will be old enough to consume alcohol legally.

Communications Division: The Dispatch Center consists of the division's supervisor and six full time dispatchers. Three part-time employees also supplement the Center. The current staffing

level was deemed necessary to adequately provide round-the-clock coverage to the other eight New Hampshire and six Vermont towns that contract with the Town of Hanover for this service.

During the last year, the Hanover Dispatch Center has been involved in installing a new digital Motorola ASTRO base radio infrastructure. This process was made possible by federal funds that were awarded to the State of New Hampshire LawNET program, which funded the approximately \$160,000 cost of the program. In the 2004 calendar year, we will begin a process of replacing the fire departments mobile equipment under a similar federal grant program, made possible through the Homeland Security Department.

The dispatch center has also been hard at work on the Radio Study that was approved a year ago. This process, while slow and arduous, is progressing. The study group has identified a potential new base radio and antennae site off of Woods End Road on Hanover Water Company property. In the next year we will begin investigating costs to create this site, and potential funding sources, including co-locating with a cellular company, which would improve cellular coverage north of Chieftain Hill as well.

Finally, the dispatch center weathered a major Computer Aided Dispatch (CAD) software upgrade with flying colors. The current dispatch center staff is a remarkably flexible group of employees who adapt to just about any situation.

Criminal Activity:

Patrol Division Statistics	Jan-Dec 2000	Jan-Dec 2001	Jan-Dec 2002	Jan-Dec 2003	02-03 % Change
Murder	0	2	0	0	0%
Sexual Assault	1	5	7	6	-14.3%
Robbery	1	0	1	1	0%
Burglary	17	14	13	17	30.8%
Theft	199	109	91	75	-17.6%
MV Theft	1	5	6	3	-50.0%
Arson	0	2	4	2	-50.0%
UCR* Stolen	112,908	145,634	127,612	85,207	-33.2%
UCR Recovered	33,802	77,750	43,664	29,114	-33.3%
Recovery Ratio (Natl avg 15%-20%)					34.1%
Assault	55	50	56	44	-21.4%
Forgery	3	3	11	13	18.2%
Fraud	36	20	30	12	-60.0%

* UCR = Uniform Crime Reporting

Patrol Division Statistics	Jan-Dec 2000	Jan-Dec 2001	Jan-Dec 2002	Jan-Dec 2003	02-03 % Change
Embezzlement	1	0	1	0	-100%
Vandalism	94	79	99	100	1.0%
Possession Stolen Property	0	3	4	4	0.0%
Sex Offenses	2	1	4	5	25.0%
Drugs	47	60	58	33	-43.1%
DUI	20	21	30	29	3.3%
Liquor Laws	78	81	101	191	89.1%
Intoxication [Protective Custody]	44	77	57	36	-36.8%
Disorderly Conduct	22	43	22	23	4.5%

Open Container-Public	12	7	21	39	85.7%
Tobacco Violation	17	4	8	3	-62.5%
Land Violations			14	4	-71.4%
Motor Vehicle Unlocks	605	598	587	564	-3.9%
Bank Alarms	83	74	51	48	-5.9%
Other Alarms	366	382	346	335	-3.2%

	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	02-03
Patrol Division Statistics	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>% Change</u>
Detentions	266	272	242	294	21.5%
Accidents	252	235	217	226	4.1%
Reportable	125	107	85	114	34.1%
Fatal	0	0	0	0	0.0%
Injury	49	39	50	34	-32.0%
Pedestrian	4	5	2	5	150.0%
Hit & Run	68	51	53	63	18.9%
Bicycle	1	2	2	1	-50.0%
Total Motor Vehicle Stops	4,524	3,962	4,520	4,875	7.9%
Total Citations	539	602	886	665	-24.9%
Speeding	266	311	484	307	-36.6%
Towed Vehicles	125	109	138	167	21.0%
Patrol Mileage	174,447	168,145	155,349	188,980	21.6%
Patrol Fuel	13,069	14,234	12,876	15,433	19.9%
Hours Street Time	2,611	2,135	2,135	*	%
2 Person Shifts	478	670	670	*	%
Bike Hours	0	0	0	*	%

*Statistics no longer being maintained

	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	
Police Dispatch Statistics	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>% Change</u>
Total Incidents	23,467	22,407	22,060	22,300	1.1%
HPD Incidents	14,255	15,650	14,635	14,876	1.6%
Ratio HPD Incidents					66.7%
Incoming Calls	79,550	80,772	81,776	74,519	-8.9%
Calls Transferred	31,288	22,222	24,187	-	-
Calls Handled	50,621	58,630	57,589	-	-
911 Calls	3,119	3,549	3,550	3,482	-1.9%
7-3 Calls	25,094	30,391	29,689	29,133	-1.9%
3-11 Calls	19,849	22,091	21,051	20,978	-0.3%
11-7 Calls	5,298	6,058	6,849	5,990	-12.5%
Radio Trans	249,011	258,654	247,513	*	%
Dispatch SPOTS Trans	100,564	149,281	112,433	119,773	6.5%
MDT SPOTS Trans**	163,389	162,250	147,361	159,717	8.4%
Fire Runs [All]	733	548	781	772	-1.2%
Ambulance Runs [All]	1,493	1,524	896	951	6.1%
Fast Squad Runs [All]	783	817	871	909	4.4%
Dept. Public Works Incidents	241	447	346	321	-7.2%

*Statistics no longer being maintained

** Mobile Data Terminals and State Police Online Telecommunications System

Parking Operations: There are over 650 parking meters in Hanover, mostly offering two-hour parking to customers and visitors of the central business district. Downtown employees can park in a large long term metered lot conveniently located near South Main Street or at metered 10-hour spaces situated on the periphery of the business district.

Traditionally, free all-day parking for employees has been located in the Thompson Arena parking lot, with a free shuttle service provided to them for no hassle access to the downtown. In March of 2004 Dartmouth plans to re-claim these spaces that the Town has leased with parking funds, in order to accommodate their own employees displaced by on-campus construction. The Hanover Town administration is actively working with members of the Parking & Transportation Board and the Board of Selectman to find alternative parking for downtown employees, so that core spaces in the central business district remain open for use by customers and visitors.

Staff of the Police Department and Parking Enforcement Division writes tickets for violations of the Hanover parking ordinance, to include expired meters, parking in handicap zones without a permit, parking in prohibited areas and for parking on streets and lots after midnight during the winter.

Parking Enforcement offices are located in Town Hall, where staff accepts payments, answers questions and processes ticket payments through the use of their computer based violation tracking system.

Over the past few years, worn gray meter housings have been gradually replaced with new glossy black units from Duncan Industries. These meter housings fit in well with the streetscape and stand up to our harsh winters. New purchases will continue over the next few years, until all of our meter housings are replaced.

During 2003, the Selectboard approved changes to the Hanover Parking Ordinance, making it a violation to park on sidewalks and increasing the fine for parking in a handicap space without a permit from \$125.00 to \$250.00. Department staff also worked with concerned neighbors on Lewin Road to curb downtown overflow parking on their street by requiring registered parking and the display of a special permit.

The Hanover Parking Facility continues to offer a convenient and staffed parking experience for customers, where one can park a car for as long as desired and then pay a cashier before exiting the facility. In the facility, there is a mix of public parking for short-term customers as well as spaces for leaseholders. The parking facility is located on Lebanon Street, with the main entrance situated between Subway and Talbot's clothing store. Use of the facility is popular and growing, but you can almost always find a parking space.

Parking Division Statistics	<u>Jan-Dec</u> <u>2000</u>	<u>Jan-Dec</u> <u>2001</u>	<u>Jan-Dec</u> <u>2002</u>	<u>Jan-Dec</u> <u>2003</u>	<u>% Change</u>
Total Tickets	31,869	30,169	27,569	26,327	-4.5%
Handicap	68	50	50	37	-26.0%
Loading-Bus	26	11	38	9	-76.0%
Left Wheel to Curb	110	151	123	126	2.4%
Meter	26,195	25,579	23,366	22,707	-2.8%
No Parking 2am-6am	0	0	0	-	0

NP 12am-7am	1,339	1,514	1,494	1,269	-15.0%
2 Hr. Zone	14	5	2	7	250%

	Jan-Dec <u>2000</u>	Jan-Dec <u>2001</u>	Jan-Dec <u>2002</u>	Jan-Dec <u>2003</u>	<u>% Change</u>
Parking Division Statistics					
Improper Parking	211	221	183	180	-01.6%
Meter Feeding	388	113	93	33	-64.5%
2&3 Meter Violations	811/22	675/14	393/3	480/3	22.0%
Prohibited Zone	2,161	1,261	1,320	1,097	-16.8%
Towing Charges	28	43	65	60	-7.7%
No Town Permit	519	495	371	309	-16.7%
Court Actions	2,528	1,002	232	8	-96.5%
Parking Enforcmt Tickets Issued	27,425	27,995	25,335	24,101	-4.8%
Police Tickets Issued	4,444	2,174	2,234	2,225	-00.4%
Total Voids	1,685	12,155	2,180	1,758	-19.3%
Meter Revenue	431,706	340,386	438,455	429,340	-2.0%
Fine Revenue	297,273	420,947	391,642	363,052	-7.3%
Parking SPOTS	20,284	23,238	39,161	41,936	7.0%
Immobilization Warning Letters				99	
Vehicles Immobilized				3	

Hanover Juvenile Diversion: Hanover Juvenile Diversion has been administered by the Hanover Police Department since 1977. The current committee is made up of nine volunteers from the Hanover and Norwich communities. Diversion is the alternative to a court proceeding for juveniles who qualify and are referred to the Diversion Committee by Hanover Police Officers. The Juvenile Diversion Committee meets twice a month.

In September 2003, Hanover Juvenile Diversion implemented an expanded process for all juveniles arrested on alcohol and/or marijuana charges. Teens going through Juvenile Alcohol and Marijuana Diversion are now required to have a professional assessment by a licensed Substance Abuse Counselor. The counselor's recommendations are then incorporated into the diversion contract by the committee. Recommendations may include individual or family counseling, drug screening, mentoring with a Dartmouth Medical Student and meaningful community service.

In 2003, seven juveniles completed the Diversion program. Two of these teenagers participated in the new Juvenile Alcohol and Marijuana Diversion. This year's diversion clients made financial restitution, wrote letters of apology when appropriate and contributed over 265 community service hours. These volunteer hours were done at local non-profit placements such as the Hanover Improvement Society, Howe Library, Community Center, David's House, Hanover Terrace, Kendal and Dartmouth Facilities.

In the past two years, a total of 21 juveniles went through the diversion process. To date, there have been no repeat offenders, giving a recidivism rate of zero.

Full Time Staff: Chief Nicholas J. Giaccone, Jr.; Captain Frank Moran; Lieutenant Michael Evans; Lieutenant Patrick O'Neill; Detective Eric Bates; Sergeants: Daniel Gillis, Bradford Sargent and David Luther; Patrol Officers: Gerald Macy, John Kapusta, Steven Read, Jeffrey Fleury, Shannon Kuehlwein, Steven Schlosser, Alan Patterson, Jeffrey Ballard, Richard Paulsen, Rolf Schemmel, Matthew Ufford, and Shawn O'Keefe. Records Coordinator, Sheryl Tallman;

Administrative Assistant, Elizabeth Rathburn; Communication Coordinator, E. Douglas Hackett; Dispatchers: Lisa Camarra, Randy Wagoner, David Saturley, Tim Goodwin, Derek Curtis, and Gail Paige; Parking Enforcement Technicians: Mark Caruso and Christopher McEwen; Parking Secretary, Peggysue Blair; Parking Control/Facility Technician, Marisela Platt; and Parking Facility Cashier, Scott McDonald.

Public Works Department Report

The Public Works Department is comprised of eight operating divisions: Administration, Buildings, Grounds, Highway, Fleet Maintenance, Sewer Line Maintenance, Water Distribution, and Water and Wastewater Treatment. The Department continues to provide staff and operate the Hanover Water Works Company through a contract.

Administration Division: The Administration Division oversees the day-to-day operation of the Department. During 2003 the Administrative Division continued to oversee all Public Works Divisions and the Hanover Water Works Company, provided reviews for Planning & Zoning as well as oversaw the piloting of a water filtrations plant and improvements to the Wastewater Treatment Facility.

- Staff oversaw the construction of a standard Little League playing field and related appurtenances on Hanover Water Works property at Grasse Road, including all State and Local Planning and Zoning Permits.
- Staff provided contract administration and inspection for the construction of the new Richard W. Black Community Center.
- Oversaw and assisted in a safe yield analysis of the water supply reservoirs and membrane filtration piloting. The work was necessary to assess the most appropriate method of improving water quality and meeting future regulatory requirements. This was necessary to provide justification for a planned petition to the New Hampshire Public Utilities Commission (PUC). The construction of a water treatment facility is expected to begin in the summer of 2005.
- Staff began work on a long term water distribution replacement program which will target the replacement of water mains in conjunction with the Public Works Pavement Overlay Program.
- The staff worked with NHDES, DHMC, Dartmouth College and Underwood Engineering to provide short term improvements in conjunction with disinfection system upgrades and treatment facility upgrades.
- The Towns of Enfield, Hanover, Hartford, VT and the City of Lebanon continue to jointly bid paving. Once again, the joint bidding process proved to be an advantage to Hanover as we paid a lower price than we would have paid if we bid individually. Staff continued to work on methods of extending pavement life in an effort to stabilize the paving budget, as budget tightening and the paving program cycle has been extended.
- Participated in joint fuel bidding with the Towns of Enfield, Hanover, Hartford, VT and the City of Lebanon. This year's bidding had mixed results as we saw little fuel price advantage through joint bidding. Differences in billing, operational requirements and volume differences between the communities continue to make it difficult to manage.
- Continued providing full time management of the Hanover Water Works Company.

- To be in compliance with GASB 34, we have continued to work on an asset inventory database, GPS location of sewers and culverts (water mains and hydrants are being collected by HWW Co.). All public assets, such as roads, drainage, sewers, buildings and properties need to be inventoried, and assessed with a maintenance value placed on them. Susan Love was moved to the front office area to begin developing databases and labor tracking of all public works hourly staff.
- Over 350 hours of staff engineering time has been utilized to provide review of site plan and subdivision application technical reviews. An additional 300 hours of inspection was provided during construction of private developments.
- A new Building Maintenance Request system was introduced to better track the maintenance requests and the growing duties experienced in the Building Division. A reevaluation of the contracted services and staff will be performed to better utilize resources and serve customers.
- A Bridge Capital Replacement Program was developed to provide a 50 year replacement cycle of the Town's 21 bridges.
- The process of developing a Buildings Capital Program has begun by inventorying and assessing infrastructure. Over the next year, the program will be finalized and a request for a formal program implementation will be requested.

Administrative Staff: Peter Kulbacki, P.E., Director; Michael Chase, Operations Manager; Don Ware, P.E., Utility Engineer; Betsy Smith, Administrative Assistant; Susan Love, Data Specialist.

Buildings Division: The Buildings Division is responsible for both executing and overseeing contract repairs and maintenance of 18 municipal buildings, including the HUD-funded 24 Summer Park garden apartment units. Significant accomplishments during 2003 included:

- Renovated four units at Summer Park to ready for new tenants.
- Removed 6,000 gallon underground fuel storage tank and replaced with two new 330 gallon above-ground tanks, located in the new addition at the Police Station.
- Worked with Trumbull-Nelson and oversaw completion of the new RW Black Community Senior Center as well as follow through of an extensive punch list.
- Removal of the old Senior Center at 42 Lebanon Street, to include asbestos removal, demolition and disposal.
- Renovated the old generator room at the Waste Water Treatment Facility for use as a new tool/parts room.
- Managed contracted maintenance and repair services provided for Town buildings including fuel delivery, alarm system maintenance, HVAC maintenance, electrical repairs, elevator maintenance, cleaning services, sprinkler and extinguisher inspection and maintenance, overhead door maintenance, lock repairs, and miscellaneous carpentry projects.

Buildings Division Staff: Paul Jordan, Building Maintenance Superintendent; Bill Lancaster, Assistant.

Grounds Division: The Grounds Division is responsible for maintaining all Town street trees, landscaped areas, parks, playing fields and cemeteries. Significant accomplishments during 2003 included:

- The RW Black Community Center landscape was completed in the fall. Plantings included reduced-mowing areas with wildflower gardens, feature gardens for window views and privacy screening for abutters.
- New trees were planted on Main Street, Currier, Reservoir, Park, North College, Lyme and a few other miscellaneous streets.
- Much time was devoted to protecting trees from construction projects, and watering trees to help them recover from adverse winter conditions and soil compaction.
- The newest elms (Valley Forge) available were planted in the nursery for future street tree planting.
- Tree preservation continues for the mature urban trees.

Grounds Division Staff: William Desch, Urban Forester/Grounds Superintendent; Brian Smith, Arborist; Peter Read, Grounds Crew Leader

Highway Division: The Highway Division is responsible for the infrastructure of the Town of Hanover. It is their mission to not only maintain the roads, sidewalks and drainage systems, but to improve them. During the winter season, the highway personnel accepts the challenge of getting everybody to his or her destination safely and back again. Summertime is a very busy season making improvements to the infrastructure such as, but not limited to, pavement overlays (66 miles), upgrading of our gravel roads (33 miles), culvert & drainage upgrades, sidewalk rebuilds and on-going right-of-way maintenance.

- Town crews completed the second phase of College Street rebuilt. Over a thousand feet of curb was upgraded to granite and the sidewalks were upgraded to concrete, thus extending the life of both. Existing road base material had to be removed and was replaced with two feet of 2" hard-pack. The street was then overlaid with two inches of new asphalt from the intersection of Maynard Street to the intersection of Park Street. The cross walks in this area were upgraded to the new raised design with brick inlay pattern.
- The second phase of reclaiming the road surface of Rennie Road was done with great success. The surface was ground up to a depth of twelve inches, giving the road a new sub-base of eighteen inches. Chloride was then applied and town crews started grading and compacting the new sub-base. Because the grader is equipped with a computer system that controls the slope of the road, several man-hours were saved in engineering layout. A new asphalt surface of three inches was put down increasing the asphalt life of this road from five years to ten years.
- Crews worked on our gravel roads, placing over five thousand yards of ground-recycled asphalt on their surfaces. The recycled asphalt provides a better surface and helps to cut down the grading cycles.
- Our culvert location and replacement program located several failing culverts. The crews replaced over three hundred feet of failing culvert. The process of locating all culverts using GPS equipment and attaching data to be placed on the Town base map is on going.
- The Valley Road section received the largest amount of asphalt overlay program this year. The Department has instituted a new method of neighborhood paving, thereby enabling the Town to save expense on paying material.
- The highway crew again provided outstanding winter maintenance of the roads and sidewalks, using approximately seven thousand tons of the winter work-horses (sand &

salt) and many dedicated man-hours. It was one of our more demanding winters, but overall, the crew responded fabulously.

- We look forward to providing the high level of service that Hanover residents have become accustomed to in the future.

Description	Total of Reg Time	Percent of Reg Time	Total of OT	Percent of OT
Administration	571	2.73%	15	0.45%
Consulting	6	0.03%	0	0.00%
Education	437	2.09%	0	0.00%
Vacation/Personal	1347	6.44%	0	0.00%
Sick	1759	8.41%	2	0.06%
Project Inspection	345	1.65%	7	0.21%
Research	12	0.06%	0	0.00%
Safety Improvements	11	0.05%	0	0.00%
Servicing Dept. Equipment	504	2.41%	0	0.00%
Departmental Improvements	223	1.07%	8	0.24%
Grounds	12	0.06%	0	0.00%
Fleet	649	3.10%	0	0.00%
Parking Enforcement	81	0.39%	12	0.36%
Police Dept	81	0.39%	0	0.00%
Recreation	127	0.61%	0	0.00%
Sewer Line Maintenance	260	1.24%	0	0.00%
Not Working	331	1.58%	0	0.00%
WWTF	0	0.00%	4	0.12%
Water Company	177	0.85%	16	0.47%
Highway	25	0.12%	0	0.00%
Buildings Dept	165	0.79%	0	0.00%
Holiday	880	4.21%	0	0.00%
Workers comp time	209	1.00%	0	0.00%
Comp time	57	0.27%	6	0.18%
Meeting	14	0.07%	0	0.00%
Cutting/Chipping	70	0.33%	0	0.00%
General Cleanup	141	0.67%	1	0.03%
Grading Roads	879	4.20%	2	0.06%
Guard Rail Work	18	0.09%	0	0.00%
Hauling Gravel	873	4.18%	0	0.00%
Hauling Misc. Material	278	1.33%	0	0.00%
Mowing/Trimming	271	1.30%	0	0.00%
Paved Road Repair	144	0.69%	13	0.39%
Gravel Road Repair	302	1.44%	0	0.00%
Right-of-Way Shoulder Work	250	1.20%	4	0.12%
Install Repair Replace Signs	232	1.11%	0	0.00%
Storm Cleanup	62	0.30%	0	0.00%
Traffic Control	18	0.09%	4	0.12%
Prep For Paving	44	0.21%	0	0.00%
Sidewalk Work	720	3.44%	21	0.62%
Curb Work	22	0.11%	0	0.00%
Sweeping Street/Sidewalks	683	3.27%	318	9.44%
Emergency Call	0	0.00%	40	1.19%
Miscellaneous	441	2.11%	27	0.80%
Pavement Markings	562	2.69%	56	1.66%

Parking Lots(Summer Maint.)	6	0.03%	4	0.12%
Pushing Snow Back	171	0.82%	0	0.00%
Cutting Ice	21	0.10%	0	0.00%
Hauling Winter Sand	238	1.14%	0	0.00%
Hauling Gravel/Mud Season	108	0.52%	0	0.00%
Plowing Operations	387	1.85%	1042	30.92%
Sanding/Salting	657	3.14%	820	24.33%
Snow Removal Operations	948	4.53%	703	20.86%
Parking Lots(Winter Maint.)	83	0.40%	52	1.54%
Snow Removal Sidewalks	38	0.18%	26	0.77%
Bridge Repair	8	0.04%	0	0.00%
Culvert Installation	185	0.88%	0	0.00%
Check/Clean Drainage	250	1.20%	9	0.27%
Clean Catch Basins	49	0.23%	0	0.00%
Storm Drainage	106	0.51%	0	0.00%
Thawing Culverts	57	0.27%	0	0.00%
Ditching	343	1.64%	7	0.21%
Manhole Repairs	105	0.50%	0	0.00%
Dartmouth College	4	0.02%	0	0.00%
DHMC	4	0.02%	0	0.00%
GPS Data	8	0.04%	0	0.00%
College Street Rehab	897	4.29%	6	0.18%
Rennie Road Reclaim	94	0.45%	11	0.33%
RW Black CSS Construction	363	1.74%	0	0.00%
Howe Library Misc.	13	0.06%	0	0.00%
Street Festival	0	0.00%	24	0.71%
Shrine Game/Parade	6	0.03%	20	0.59%
Green-Up Day	28	0.13%	8	0.24%
Campion Rink PL	14	0.07%	0	0.00%
Parking Lot Rebuild	200	0.96%	0	0.00%
Intersection Park/Wheelock	<u>1222</u>	<u>5.85%</u>	<u>82</u>	<u>2.43%</u>
	20906		3370	

Highway Division Staff: Rod Forward, Operations Supervisor; Chuck Bowdoin, Bill Tourville, Sam Blanchard, John Lahaye, Randy MacDonald, Steve Perry, Donald Daniels, Chris Berry, Equipment Operators/Highway Maintenance Workers; Roger Darisse, Robert Henry, Moses Delphia, Light Equipment Operator/Highway Maintenance Worker and Duane Schieffer, filling in for James Messier who was called to active duty in Iraq.

Fleet Service Division: The Fleet Service Division is responsible for maintenance of all Town vehicles, standby generators, and operational equipment and fuel systems. The Division provides regularly scheduled, preventative maintenance on over 100 pieces of registered equipment and an additional 60 pieces of small equipment. In addition, our mechanics help out Highway with snow removal and plowing when necessary. Significant accomplishments during this last year include:

- With the input of both the Highway Department, and the Wastewater Division, prepared specifications for a 1-ton service truck, a skid steer loader, a compactor, leaf vacuum, and a mid-sized dump truck with a plow and wing, and a sander.

This past year has been both challenging and, at times, very stressful. Our Senior Mechanic, Todd Bragg was called up to active service with his guard unit, and served eight months overseas in Kuwait. With our division cut down by one third, it put a heavy burden on us to continue the level of service, in a timely manner, that our departments depend upon us to provide. I feel we accomplished this, in large part, through the support of the Highway Department in supplying personnel to assist us, the dedication of all members of the Fleet staff, in large part, Don Foster, and their commitment to perform at a high standard in the duties they provide to the Town of Hanover.

Fleet Service Division Staff: Francis Austin, Fleet Superintendent; Todd Bragg, Senior Mechanic; Donald Foster, Jr., Mechanic; Seth Bean, Stock Room Clerk.

Sanitary Line Maintenance & Construction Division: The crew is responsible for the safe and uninterrupted flow of wastewater from the source to the treatment facility. The division prides itself in daily maintenance and improvements to the collection process so that no user experiences an interruption in service.

- The crew is responsible for providing inspection of all new and replacement lines connecting to the existing system. This not only protects the Town of Hanover, but also ensures that the customer receives a high quality job.
- Preventive maintenance of over 43 miles of collection system using a high-pressure flushing unit.
- The crew continued their annual root-cutting program, servicing more than five thousand feet of line in the past year.
- The rebuilding and replacement of manhole structures that are located on roads or streets scheduled for asphalt overlay.
- The crew provided mowing and maintenance of approximately five to six miles of sewer line right-of-ways, which also double as nature walk paths.
- Replaced seventy feet of sewer line that had the potential of failing and/or causing the interruption of service.
- During winter operations, the LM&C crew assumed the responsibility for plowing, salting, and the general safety of all sidewalk routes. This was done in order to provide good, consistent service to the public

Sanitary Collection System Staff: Lenny Bolduc, Sewer Maintenance and Construction Crew Supervisor; Raymond Swift, Line Maintenance and Construction Worker. During peak construction time, the crew is assisted by other cross-trained DPW workers.

Wastewater Treatment Facility: Staff of the Wastewater Treatment Facility is also responsible for managing five pump stations and provides contract support to the Hanover Water Works Company. Significant accomplishments in 2003 include, but are not limited to:

- Treatment of approximately 571 million gallons of raw wastewater to a secondary treatment level. This is an increase of approximately 7 % from 2002.
- Production of approximately 1,131 wet tons of bio-solids to compost. This is an increase of approximately 14 % from 2002, with an average 15.2 % solids content.
- Sludge Quality Certification renewal.
- Treatment of approximately 145,000 gallons of septage from private septic systems. A reduction of approximately 17% from 2002.

- Underwood Engineers, Inc. was contracted to oversee facility improvements outlined in the Dufresne-Henry study in 2002. Summer and Fall construction projects implemented were, additional Supervisory Control and Data Acquisition {SCADA} capabilities, a temporary “selector baffle” to create an area without oxygen in the West aeration tank to help process control, variable frequency drives were installed to allow more precise control of the aeration system demands, dissolved oxygen sensors and sludge blanket indicators were also installed for process control.
- Underwood Engineers, Inc. also worked with staff to conduct a pilot study to determine the feasibility of Ultra Violet disinfection technology as applied to Hanover’s wastewater.
- Hanover Water Works Company retained Wright Pierce to conduct several filtration technology pilot studies.
- The hiring of a new Water/Wastewater Treatment Superintendent.
- Staff assisted in conducting many tours to private and public parties, including the New Hampshire Water Pollution Control Association (NHWPCA) Operator Exchange program.
- Brett Ladd tested for and received, a Wastewater Treatment Certification Grade 2.
- The Treatment Division has worked diligently to maintain quality and operational performance within and beyond the scope of their duties.
- An ambitious year is ahead of us with continuing upgrades and changes at both water and wastewater facilities.

Thanks to all for their dedication, support and understanding.

Sincerely,

Kevin MacLean

Treatment Division Staff: Kevin MacLean, Water and Wastewater Treatment Superintendent; John Dumas, Assistant Superintendent Water and Wastewater Treatment; Ron Langdon, Laboratory Technician; Dennis Smith, and Brett Ladd, Water and Wastewater Treatment Technicians.

Supervisors of the Checklist

Duties of the Supervisors: The Supervisors of the Checklist are elected and given the responsibility of registering the voters of Hanover and maintaining the checklist that is used at all elections. They serve in that capacity for the Town of Hanover, the Hanover School District, and the Hanover voters in the Dresden School District.

Elections: In 2003, there were three elections during which the Supervisors were present as directed by New Hampshire law. The number of registered voters on the checklist on May 13, 2003 for the Hanover Town Meeting was 6,054 with 1,507 voting. The number of voters was nearly the same for the Dresden vote in March and for the Dresden bond vote in May.

The biggest challenge faced in 2003 was the change made by the State Legislature in the voter

registration form. Thanks to the excellent cooperation and assistance of Corey Stevens and Sallie Johnson, it was possible to update the files in a very satisfactory manner.

Town Clerk and Tax Collector

We have just experienced a change in the staffing of our office--Vicky McAlister has left us to become Town Clerk/Tax Collector in Canaan. This is a loss for the Town of Hanover but we're fortunate in having the experience of Liz Meade, Deputy Town Clerk/Tax Collector to help us through this time of transition. Liz continues to perform her job in a professional, caring way and, best of all, always with a sense of humor. And we're very fortunate to have Darlene Cook from West Fairlee, Vermont join our staff as Assistant Town Clerk/Tax Collector. We are in the process of training Darlene in the many aspects of this office so we hope you'll be patient with us!

One other change in the Town Clerk's office is our decision to discontinue issuing boat registrations. Individuals who wish to renew boat licenses can mail them to the State or renew in person at the NH Motor Vehicle sub-station in Lebanon. New boats can be processed at the MV office in Lebanon, as well.

Elections will keep us very busy throughout 2004. The Presidential Primary on January 27 was a good start for us--3,409 voters at the polls/338 absentee ballots cast. We now look to Town Meeting on Tuesday, May 11 (all-day voting at the Hanover High School gym, 7:00 AM-7:00 PM; business meeting starting at 7:00 PM); the State Primary on Tuesday, September 14 and the General Election on Tuesday, November 2 (all-day voting in the Richmond School gym, 7:00 AM-7:00 PM). Our office registers voters and processes absentee ballots for all elections—if you have any questions, please give us a call.

On the Tax side of our office, the 2003 property tax year was a challenging one for the Town with the town-wide revaluation. The Assessing Department did an excellent job in dispensing information to taxpayers and we did our best to answer taxpayers' questions.

Our office is open Monday-Friday, 8:30 AM-4:30 PM. We're here to help make your visit to our office a positive one. Whatever function we're performing--processing motor vehicle registrations; issuing certified copies of vital records; issuing dog licenses; registering voters/processing absentee ballot requests; selling landfill tickets/recycling bins; issuing vendor permits; or collecting property/yard/land use change taxes and sewer payments—we strive to provide helpful, efficient and friendly customer service.

Respectfully Submitted,

Sallie B Johnson

Town Clerk & Tax Collector

TAX COLLECTOR'S REPORT
JUNE 30, 2003

**Uncollected Beg. Of Year and
Committed in 2002 and 2003:**

	<u>2003</u>	<u>Prior Years</u>	<u>Total</u>
Property Tax	\$ 11,848,110	\$ 17,267,403	\$ 29,115,513
Yield Tax	7,369	-	7,369
Land Use Tax	81,550	-	81,550
Sewer Rents	900,509	31,117	931,626
Tax Increment District	76,127	152,254	228,381
Interest	50	27,618	27,668
Overpayments	46,509	39,886	86,395
TOTALS	\$ 12,960,224	\$ 17,518,278	\$ 30,478,502

**Remittance to
Treasurer:**

Property Tax	\$ 7,860,745	\$ 17,207,823	\$ 25,068,568
Yield Tax	7,369	-	7,369
Land Use Tax	81,550	-	81,550
Sewer Rents	863,045	28,706	891,751
Tax Increment District	76,127	152,254	228,381
Interest	50	27,618	27,668
Overpayments	46,509	39,886	86,395
Totals	\$ 8,935,395	\$ 17,456,287	\$ 26,391,682

Abatements:

Property Tax	\$ -	\$ 8	\$ 8
Land Use Change Tax	-	-	-
Sewer Rents	-	-	-
Tax Increment District	-	-	-
Totals	\$ -	\$ 8	\$ 8

Conversion to Lien:

\$ -	\$ 61,983	\$ 61,983
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Uncollected:

Property Tax	\$ 3,987,365	-	\$ 3,987,365
Yield Tax	-	-	0
Land Use Tax	-	-	-
Sewer Rents	37,464	-	37,464
Tax Increment District	0	-	0
Totals	\$ 4,024,829	\$ -	\$ 4,024,829

TOTALS

\$ 12,960,224	\$ 17,518,278	\$ 30,478,502
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TEN LARGEST TAXPAYERS 2003

Dartmouth College	\$3,437,984
Kendal at Hanover	879,060
Hypertherm Inc.	166,627
Byrne, Dorothy	158,344
Raven Bay Associates, LLC	151,760
Hanover Water Works	148,648
Sheridan Group Inc.	130,966
Olsen & Clem - Trustees	108,768
Terrace Communities Hanover, LLC	102,391
Granite State Electric Co.	96,665

SUMMARY OF TAX LIEN ACCOUNTS JUNE 30, 2003

	<u>2003</u>	<u>Prior Years</u>
Taxes Liened to Town During Current Year	\$ 66,648	\$ -
Balance of Unredeemed Taxes	-	55,696
Interest and Costs After Lien	732	5,541
Overpayments	-	-
Totals	<u>\$ 67,380</u>	<u>\$ 61,237</u>

Remittance to Treasurer:

Redemptions	\$ 16,555	\$ 40,229
Interest and Costs Collected After Lien	732	5,541
Abatements	-	-
Liens Deeded to Municipality	-	-
Unredeemed Liens At End of Year	50,093	15,467
Overpayments	-	-
Totals	<u>\$ 67,380</u>	<u>\$ 61,237</u>

TOWN CLERK RECEIPTS

	JULY 1, 2003 - DECEMBER 31, 2003	JULY 1, 2002 - JUNE 30, 2003
AUTO REGISTRATIONS	\$ 583,890	\$ 1,191,899
AUTO REG.-TRANSPORTATION FEE	16,635	34,665
BOAT REGISTRATIONS	309	1,688
VENDOR PERMITS	1,115	620
TOWN CLERK FEES	6,379	13,550
DOG LICENSES-TOWN PORTION	397	3,970
DOG FINES	325	1,225
LANDFILL TICKETS	13,870	23,982
EXTRA RECYCLING BINS	495	350
MISCELLANEOUS FEES	1,883	807
HANOVER HOUSING-RENT	33,745	71,853
HANOVER HOUSING-CABLE	1,050	2,010
DUE TO STATE-BOAT REG. FEES	547	3,335
DUE TO STATE-DOG LICENSES	43	485
DUE TO STATE-DOG \$2.00 FEE	160	1,728
DUE TO STATE-MARRIAGE LICENSES	1,406	2,090
DUE TO STATE-VITAL RECORDS FEES	<u>6,836</u>	<u>13,368</u>
TOTAL REMITTED TO TREASURER	<u>\$ 669,085</u>	<u>\$ 1,367,625</u>

Dog License Information

You must provide proof of current rabies and proof of neutering or spaying. License your dog(s) by May 31 to avoid \$1.00 per month late charges.

License Fees: Male or Female	\$ 9.00
Altered Male or Female; Puppies	6.50
Senior Citizen Owner	2.00 (for 1 st dog)

If you are a dog owner, you will receive a reminder in the mail that your dog(s) needs to be licensed.

Vehicle Registration Information

Vehicle owners must begin the registration of their vehicles at the Town Clerk's office. To re-register, owners may use the mail-in procedure or come into the Municipal Office. Renewals, decals, transfers and plates are available.

Dredge and Fill Applications

Those operating in or near wetlands or waterways shall file a Dredge and Fill application at the Town Clerk's office before beginning work (RSA 483-A). Fines may be assessed for non-compliance.

Other Services

Vendor permits are available at the Town Clerk's office. We provide notary services at no charge, and certified copies of vital records are available for a \$12.00 fee for the first copy/\$8.00 fee for additional copies requested at the same time (must request in person or in writing with adequate information and authorization). Trail maps and Hanover town maps are available as well.

Voter Registration

Every resident of Hanover who has a fixed and permanent domicile in the town, who is a citizen of the United States, and who is 18 years of age may register to vote in the town. A resident is someone who has a domicile in the town on a continuing basis for a significant portion of each year. A person can have only one domicile for the purpose of voting.

Voter Registration Form: Information that must be provided includes name, address (mailing and legal residence), place and date of birth and proof of citizenship. Filling out the voter registration form and signing it involves a solemn oath that the information is true.

Party Affiliation: No one is required to list a party affiliation, but in New Hampshire one may register as a Democrat or Republican. Listing oneself as undeclared means that one has no party preference; there is no "independent" party. In primary elections an undeclared voter may request any party's ballot at the polls and will be listed on the checklist in the future as affiliated with that party. A voter who wishes to return to undeclared status after voting may do so at the place of polling by filling out a card and giving it to a Supervisor of the Checklist, however, change of party affiliation from one party to another may be done no sooner than the day after election.

Rights and Responsibilities: If the qualifications to vote are met, the Supervisors of the Checklist will add the applicant to the voter checklist. As a registered voter of Hanover, New Hampshire, one has the right to vote at any meeting or election held within the town. One also shares in all the responsibilities of being a citizen of the town and state.

Where to Register: Individuals may register to vote at the Town Office on Main Street with office hours Monday - Friday from 8:30 am to 4:30 pm. Applications may be made at any time of the year (except 10 days prior to any election). There are also special registration sessions on Saturday mornings and evening hours on certain dates just prior to an election. These dates are published in the *Valley News* and posted on the bulletin board at the door of the Town Office. You may also register at the Polls on Election Days.

Chapter 4

Board and Committee Reports

Town of Hanover Boards and Committees

Advanced Transit Board – Appointed by Board of Selectmen

William R. Baschnagel, 65 Trescott Road, Etna	H-643-2972
Judith Rocchio, 38 College Hill, Hanover	H-643-6902

Advisory Board of Assessors – 3 year Term – Nominated at Town Meeting by Majority Vote

Xenia Heaton, PO Box 680, Hanover	H-643-4173	5/2005
John Hochreiter, PO Box 189, Etna	H-643-6658	3/2006
Paul F. Young, 2 Barrett Road, Hanover	H-643-4488	5/2004
Judson T. Pierson, Jr., 31 Partridge Road, Etna	H-643-3279	Selectboard Rep
Katherine S. Connolly, 2 Pleasant Street, Hanover	H-643-3822	Selectboard Rep Alt

Affordable Housing Committee –3 year term - Appointed by the Board of Selectmen

Bruce Altobelli, 4 Woodmore Drive, Hanover	H-643-5006	9/2006
Roy Banwell, 3 Ledge Road, Hanover	H-643-3785	9/2004
Len Cadwallader, 23 Rip Road, Hanover	H-643-1343	9/2004
Joan Collison, 4 Heneage Lane, Hanover	H-643-5748	9/2004
Donald Derrick, 4 Carter Street, Hanover	H-643-3256	9/2006
William Fissinger, 152 Lyme Road, Hanover	H-643-1238	9/2005
Charlotte Faulkner, 9 Buell Street, Hanover	H-643-3132	9/2006
Dick Jennings, Mascoma Savings Bank, Hanover	W-643-1537	9/2006
Larry Kelly, Dartmouth College	W-646-1406	9/2005
Kim Perez, 61 Trescott Road, Etna	H-643-4553	9/2006
Chr Robert Strauss, 7 Read Road, Hanover	H-643-9085	9/2004
Patricia Wallace, 8 Cameron Ave., Lebanon	H-448-8870	Ex-officio
Peter L. Christie, PO Box 2, Etna	H-448-3914	Selectboard Liaison

Ballot Clerks – 2 year term – Appointed by Board of Selectmen

Corrine Cassidy, 9 Butternut Lane, Hanover	11/2005
Chapman, Janice, 33 Rip Road, Hanover	11/2005
Susan N. Cohen, 2 Mitchell Lane, Hanover	11/2005
Elizabeth Crory, 40 Rip Road, Hanover	11/2005
Marilyn G. Curphey, 12 Dresden Lane, Hanover	11/2005
Emily Duncan, 8 Ridge Road, Hanover	11/2005
Phoebe Hickin, 12 Haskins Road, Hanover	11/2005
Antoinette Jeffrey, PO Box 305, Etna	11/2005
Ruth Lappin, 603 Hanover Center Rd., Hanover	11/2005
Virgil Lunardini, 6 Mitchell Lane, Hanover	11/2005
Nancy Mitchell, 2 Meadow Lane, Hanover	11/2005
James Mitchell, 2 Meadow Lane, Hanover	11/2005
Elizabeth Walk, 4 Hovey Lane, Hanover	11/2005
James Walk, 4 Hovey Lane, Hanover	11/2005
Martha Whitney, 10 Spencer Road, Hanover	11/2005

Bike/Recreational Path Committee – Appointed by Board of Selectmen

Scot Drysdale, 8 Mink Drive, Hanover, NH 03755	
Patricia Higgins, 8 Mink Drive, Hanover, NH 03755	
Steve Ketcham, 54 Lyme Road, Hanover, NH 03755	
Tom Linell, 46 Rip Road, Hanover, NH 03755	

Hugh Mellert, 11 Old Lyme Road, Hanover, NH 03755
 Bob Norman, 12 Berrill Farms Lane, Hanover, NH 03755
 Charles Sullivan, 7 South Park Street, Hanover, NH 03755
 Carol Weingeist, 38 Valley Road Ext., Hanover, NH 03755
 Bill Young, 22 Rope Ferry Road, Hanover, NH 03755

Board of Selectmen – 3 year Term – Ballot Vote

Chr	Brian F. Walsh, 52 Berrill Farms Lane, Hanover	H-643-8296	5/2005
	William R. Baschnagel, 65 Trescott Road, Etna	H-643-2972	5/2006
Sec	Peter L. Christie, PO Box 2, Etna	H-448-3914	5/2005
VChr	Katherine S. Connolly, 2 Pleasant Street, Hanover	H-643-3822	5/2006
	Judson T. Pierson, Jr., 31 Partridge Road, Etna	H-643-3279	5/2004

Building Code Advisory Board – 3 year Term – Appointed by Board of Selectmen

	Randy T. Mudge, 13 Dartmouth College Hwy., Lyme	W-795-4831	8/2004
	Bruce R. Williamson, Box 193, Etna	H-643-4648	8/2004
	Jack Wilson, 2 Chase Road, Hanover	H-643-4046	8/2004

Chamber of Commerce

	Judson T. Pierson, Jr., 31 Partridge Road, Etna	H-643-3279	Selectboard Rep
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Community Substance Abuse Advisory Committee

Linda Addante, 31 McKenna Road, Norwich, VT 05055
 Ron Eberhardt, Hanover High School, 41 Lebanon Street, Hanover
 Nick Giaccone, Police Chief, 46 Lyme Road, Hanover
 Ken Greenbaum, Superintendent, 45 Lyme Road, Suite 207, Hanover
 Julia N. Griffin, Town Manager, PO Box 483, Hanover
 Janice O'Donnell, 39 Rayton Road, Hanover
 Lois Roland, Ray School, 22 Reservoir Road, Hanover
 Dena Romero, Community Counselor, 42 Lebanon Street, Hanover
 David Sandberg, Hanover High School, 41 Lebanon Street, Hanover
 Deborah Gillespie, Hanover High School, 41 Lebanon Street, Hanover
 Brian Walsh, 52 Berrill Farms Lane, Hanover (Selectboard Liaison)

Conservation Commission – 3 year term – Appointed by Board of Selectmen

Chr	Judith Reeve Davidson, 14 N. Balch Street, Hanover	H-643-3996	9/2005
	Robin Carpenter, 28 Thompson Road, Hanover	H-643-6430	9/2006
	Douglas McIlroy, 1 Hayfield Road, Hanover	H-643-5844	9/2006
	L. David Minsk, 24 Rayton Road, Hanover	H-643-3393	9/2004
	Anne Morris, PO Box 296, Etna	H-643-0172	9/2005
	Sandra White, 44 Greensboro Road, Hanover	W-646-3462	9/2004
	Kim Perez, 61 Trescott Road, Etna	H-643-4553	9/2006 Alternate
	Nancy Menton, 18 Mulherrin Farm Road, Hanover	H-653-0333	9/2006 Alternate
	Michael Tsapakos, 22 Maple Street., Hanover	H-643-6523	9/2006 Alternate
	Ed Chamberlain, 20 Wolfefboro Road, Etna	H-643-4150	Conservation Council Rep
	William R. Baschnagel, 65 Trescott Road, Etna	H-643-2972	Selectboard Rep
	Michael Mayor, 147 Three Mile Road, Etna	H-643-3421	Planning Board Rep

Etna Library Board of Trustees - 3 year term – Ballot vote

	Mary Sullivan King, 149 Etna Road, Etna	H-643-5123	5/2005
	Margaret A. Bragg, 108 Greensboro Road, Hanover	H-643-2464	5/2004
	Tom Jacobs, 392 Dogford Road, Etna	H-643-0189	5/2006

Finance Committee – 3 year term – Appointed by Town Moderator and Hanover School District Moderator

Chr	Nicholas Harvey, PO Box 382, Hanover	H-643-2027	7/2004
	Philip Harrison, PO Box 280, Etna	H-643-4281	9/2006
	Mado MacDonald, 19 Rip Road, Hanover	H-643-3129	5/2005
	Richard Podolec, 86 Lyme Road, Hanover	H-643-3590	5/2006
	Athos Rassias, 14 Carriage Lane, Hanover	H-643-4602	9/2006
	Anne Segal, 8 Occom Ridge, Hanover	H-643-3223	School Rep
	Peter L. Christie, PO Box 2, Etna	H-448-3914	Selectboard Rep

Howe Library Board of Trustees – 3 year term – Elected by Howe Corporation at Annual Meeting

Chr	Richard Winters, PO Box 146, Meriden	H-469-3575	2004
	Cheryl Bogosian, 15 Hemlock, Hanover	H-643-3728	2005
	Ann Bradley, 5 Fox Field Lane, Hanover	H-643-4369	2006
	Joan P. Fowler, PO Box A216, Hanover	H-643-2373	2005
	William Geraghty, 6 Claflin Circle, Hanover	H-643-8682	2004
	William Hamilton, 1 Partridge Road, Etna	H-643-6525	2005
	Edward T. Kerrigan, PO Box 314, Etna	H-643-9041	2005
VChr	Allegra Lubrano, 30 Goodfellow Road, Hanover	H-643-1213	2005
Treas	Mado MacDonald, 19 Rip Road, Hanover	H-643-3129	2004
	Ralph Manuel, 4 Willow Spring Circle, Hanover	H-643-5749	2004
Sec	Jack Nelson, 4 Ivy Pointe Way, Hanover	H-643-3246	2006
	Frederick Nothnagel, 1 Medical Ctr. Drive, Lebanon	H-795-2998	2006
	Paul S. Olsen, 22 Mulherrin Farm Road, Hanover	H-643-9239	2005
	Rebecca Torrey, 10 Sausville Rd., Etna	H-643-1479	2006
	Leslie Williamson, 1 Meadow Lane, Hanover	H-643-2440	2005
	Brian F. Walsh, 52 Berrill Farms Lane, Hanover	H-643-8296	Selectboard Rep
	Kate Connolly, 2 Pleasant Street, Hanover	H-643-3822	Alt. Selectboard Rep
	Marlene McGonigle, Director of Howe Library	W-643-4120	Ex-Officio

Parking and Transportation Board – 3 year term – Appointed by Board of Selectmen

CoChr	Bill Barr, 1 Rope Ferry Road, Hanover	W-646-3396	9/2005	College Rep
	Clint Bean, Chamber of Comm., Box 5105, Hanover	W-643-3115	7/2006	
	George Hathorn, 9 Currier Place, Hanover	H-643-2159	9/2006	
	Stephen R. Marion, 15 Low Road, Hanover	H-643-4230	9/2006	
	Matt Marshall, Two Mile Road, Etna	H-643-9321	9/2004	
	James M. Rubens, 11 Laramie Road, Etna	H-643-6059	9/2006	
	Vacancy			Planning Bd Rep
	William R. Baschnagel, 65 Trescott Road, Etna	W-643-2972		Selectboard Rep
	Jonathan Edwards, Planning/Zoning Director	W-643-0742	x-110	
	Julia N. Griffin, Town Manager	W-643-0701		
	Patrick O'Neill, Parking Division	W-643-0742	x-116	
	UVLSRPC	448-1680		
	Nick Giaccone, Police Chief	W-643-2222		
	Peter Kulbacki, Public Works Director	W-643-3327		

Parks and Recreation Board – 3 year term – Appointed by Board of Selectmen

Chr	Aileen Chaltain, 2 Carter Street, Hanover	H-643-5261	8/2004
	Graham Clarke, 88 S. Main St., Hanover	H-643-4907	9/2005
	Mary Danko, 30 Rip Road, Hanover	H-643-6511	9/2006
	Bruce Genereaux, 6 Ledyard Lane, Hanover	H-643-6012	8/2004
	Roger Lohr, 11 Mulherrin Farm Road, Hanover	H-643-4162	9/2005
	Jessie Shepard, 14 Greensboro Road, Hanover	H-643-5621	5/2005

Suzanne Wiley Young, 11 Rip Road, Hanover	H-643-1342	9/2006
Judson T. Pierson, Jr., 31 Partridge Road, Etna	H-643-3279	Selectboard Rep

Planning Board – 3 year term – Appointed by Board of Selectmen

Chr Nancy Collier, 26 Great Hollow Road, Hanover	H-643-3709	9/2006
William Dietrich, PO Box 9, Etna	H-643-3776	8/2004
Judith Esmay, 7 Read Road, Hanover	H-643-9085	8/2004
VChr Charles Faulkner, 9 Buell Street, Hanover	H-643-3132	5/2005
Joan Garipay, 4 Ledge Rd., Hanover	H-643-4617	9/2007
James Hornig, 10 Occom Ridge, Hanover	H-643-3766	5/2005
Michael Mayor, 147 Three Mile Road, Hanover	H-643-3421	5/2005
Peter Owens, 7 Sargent Street, Hanover	H-643-9053	9/2006 Alternate
Sylvia Richards, 6 Dorrance Place, Hanover	H-252-7703	9/2006 Alternate
Peter Christie, PO Box 2, Etna	H-643-3822	Selectboard Rep
William R. Baschnagel, 65 Trescott Road, Etna	H-643-2972	Selectboard Rep1st Alt
Peter L. Christie, PO Box 2, Etna	H-448-3914	Selectboard Rep2nd Alt

Recycling Committee – 3 year term – Appointed by Board of Selectmen

MaryAnn Cadwallader, 23 Rip Road, Hanover	H-643-1343	9/2005
Alice Jackson, 25 Hemlock Road, Hanover	H-643-3589	9/2006
Chr Larry Litten, 40 School Street, Hanover	H-643-1859	2/2004
Augusta Prince, 370 Kendal at Hanover, Hanover	H-643-8856	8/2004
Jack Wilson, 2 Chase Road, Hanover	H-643-4046	9/2006
Peter L. Christie, PO Box 2, Etna	H-448-3914	Selectboard Rep
Betsy Smith, PO Box 483, Hanover	W-643-3327	Public Works Rep
Peter Kulbacki, PO Box 483, Hanover	W-643-3327	Director of Public Works
John Fay, GUVSWMD*, 96 Mill Street, PO Box 58, North Hartland, VT 05052-0058		
Elizabeth Ashworth, Project Mgr., Facilities Planning, Dartmouth College, HB 6111, Hanover		
Kate Read, Hanover Co-op, PO Box 633, Hanover		
* Greater Upper Valley Solid Waste Management District		

Senior Citizen Steering Committee – 3 year term – Appointed by Board of Selectmen

Chr Chrysanthi Bien, 80 Lyme Rd., Apt. 171, Hanover	H-643-5524	9/2006
Marilyn “Willy” Black, 2 Dayton Drive, Hanover	H-643-8622	9/2004
Dale Peters Bryant, 13 Maple Street, Hanover	H-643-1377	5/2005
Constance Carr, Gibson Road, Hanover	H-643-3518	9/2006
Frances Cobb, Apt. C3, 42 Lebanon St., Hanover		5/2005
Barbara Doyle, 6 Tyler Road, Hanover	H-643-3197	9/2004
Maureen Hall, 1 Mink Drive, Hanover	H-643-4215	5/2005
Mary C. Kirk, PO Box 227, Etna	H-643-3113	9/2006
Anah Pytte, PO Box 569, Etna	H-643-3044	9/2006
Helene Rothermund, 41 Berrill Farms, Hanover	H-643-5351	9/2006
Evelyn Spiegel, 15 Barrymore Road, Hanover	H-643-4353	9/2004
Peter L. Christie, PO Box 2, Etna	H-448-3914	Selectboard Rep
Dena Romero, PO Box 483, Hanover	W-643-5317	Community Counselor
Gail Schaal, 42 Lebanon St., Hanover	W-643-5531	Senior Center Coordinator
Tamara Schifner, Old Courthouse, 20 S. Main St., WRJct., VT	W-646-7076	Ex-Officio
(Kathy Geraghty – Youth-in-Action, PO Box 445, Hanover, NH 03755)		

Supervisors of the Checklist – 6 year term – Ballot vote

Elaine Hawthorne, PO Box 483, Hanover	H-643-2988	5/2008
Louise M. Longnecker, PO Box 483, Hanover	H-643-5680	5/2006
M. Lee Udy, PO Box 483, Hanover	H-643-5906	5/2004

Trustees of Trust Funds – 3 year term – Ballot Vote

Lawrence Draper, 3 Martin Lane, Hanover	H-643-6715	5/2004
Paul Gardent, 8 Woodcock Lane, Etna	H-643-2790	5/2005
Mark B. Severs, 99 E. Wheelock Street, Hanover	H-643-8454	5/2006

Upper Valley - Lake Sunapee Council Representatives

William Dietrich, PO Box 9, Etna	H-643-3776	
Martha Solow, 11 Rayton Road, Hanover	H-643-3488	
Katherine S. Connolly, 2 Pleasant Street, Hanover	H-643-3822	Selectboard Rep

Zoning Board of Adjustment – 3 year term – Appointed by Board of Selectmen

Chr H. Bernard Waugh, 16 Pinneo Hill, Hanover	H-643-2479	5/2005
William Baldwin, 7 Prospect Street, Hanover	H-643-1236	9/2006
Michael P. Hingston, PO Box 344, Etna	H-643-2843	8/2004
Ruth J. Lappin, 603 Hanover Center Road, Hanover	H-643-1334	9/2006
Meredith “Mug” Clement, PO Box 247, Etna	H-643-5633	9/2006 Alternate
Arthur Gardiner, 8 Sargent Street, Hanover	H-643-1990	5/2005 Alternate
Joanna Jackson, 8 Dorrance Place, Hanover	H-643-4938	8/2004 Alternate
George Spitzer, 393 Hanover Center Road, Etna	H-643-0400	9/2004 Alternate

Other Information**Fence Viewers – 1 year term – Nominated at Town Meeting by Majority Vote**

Edward C. Lathem, 6 North Balch Street, Hanover	H-643-3286	5/2004
Lucy Minsk, 24 Rayton Road, Hanover	H-643-3393	5/2004
Robert Morris, PO Box 296, Etna	H-643-0712	5/2004

Moderator – 2 year term – Ballot Vote

Marilyn “Willy” Black, 2 Dayton Dr, Hanover	H-643-8622	5/2004
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Pine Park Commissioner – 3 year term – Nominated at Town Meeting by Majority Vote

Richard Nordgren, 23 Rope Ferry Road	H-643-5068	5/2006
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Surveyors of Wood and Timber – 1 year term – Nominated at Town Meeting by Majority Vote

Willem M. Lange, 1 Elm Road, Etna	H-643-4156	5/2004
John Richardson, 97 Dogford Road, Etna	H-643-5381	5/2004

Treasurer – 1 year term – Ballot Vote

Michael Ahern, PO Box 483, Hanover	H-643-3743	5/2004
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Advisory Board of Assessors

The Advisory Board of Assessors hears property tax abatement requests and makes abatement recommendations to the Board of Selectmen. Three members are elected and each serves a three-year term. The Board of Selectmen also appoints one Selectmen's representative and one alternate to serve on the Advisory Board.

Activities: In calendar year 2002, the Advisory Board of Assessors met two times and heard 8 tax year 2002 abatement requests. Eight recommendations were forwarded to the Selectmen. For tax year 2003, 38 abatements requests were filed by the March 1, 2004 deadline.

Meeting Times: The Board schedules meetings well in advance depending on their caseload and notices all meetings.

Advisory Board Members: Xenia Heaton, John Hochreiter and Paul Young.

Select Board Representatives: Judson Pierson Jr. and Katherine Connolly, Alternate.

Affordable Housing Commission

The Hanover Affordable Housing Commission (HAHC) was established by action of the Selectboard in September 2001. Its primary responsibility is to advise the Board of Selectmen and the Planning Board and to work with other commissions, departments, and offices of the Town as necessary in order to:

- Develop and recommend to appropriate Town boards permanently affordable housing policies and regulations,
- Promote affordable housing policies,
- Identify Town resources that could assist in the effort to provide affordable housing,
- Explore and recommend partnerships with existing organizations such as Twin Pines Housing Trust and Habitat for Humanity,
- Evaluate and report the effect of Town policies on affordable housing,
- Represent the Town at regional meetings, and
- Serve as an educational resource for the community.

The Chair of the Commission is Robert Strauss and the Secretary is Len Cadwallader. Other members are Bruce Altobelli, Carla Bailey, Roy Banwell, Joan Collison, Donald Derrick, William Fissinger, Charlotte Faulkner, Richard Jennings, Lawrence Kelly, Kim Perez, and Patricia Wallace. Peter Christie is the Selectboard liaison to the Commission.

The Gile Tract: The HAHC approved a resolution at its regular meeting in November 2001 to request rezoning of Town owned land known as the Gile Tract that would support about 60 new affordable dwelling units. That resolution was subsequently approved by the Planning Board and placed on the ballot for Town Meeting in May 2002 where it was overwhelmingly approved.

Since that time the HAHC has been working with Twin Pines Housing Trust to prepare a workable plan for this development. The character of the land which is rocky and sloped dictated a cautious and careful approach to the design and costing of the project. In the interim a large condominium development was proposed for an adjacent tract. Logic dictated that the

infrastructure (roads, utilities, drainage system, etc.) be common to both sites as well as the existing medical offices. Therefore, the detailed design of the Gile housing became dependent on mutual agreement for the design of the infrastructure. Those negotiations are now nearing completion and planning for the Gile housing will start shortly. The engineers and architects for the project have been selected.

Zoning Study: Upon the adoption of the Hanover Master Plan in July 2003, the HAHC began to study the impact of that plan on the Hanover Zoning Ordinance. Of primary concern to the Commission is a bonus system that would reward developers by providing greater housing density in exchange for the inclusion of affordable dwelling units. A committee of the HAHC was formed for that purpose. Meetings have been held with a private developer and with the College. A recommendation by the committee to the HAHC should be forthcoming shortly.

Rentals and Accessory Apartments: The work of the Affordable Housing Commission must be closely integrated with the plans of the College to house its workers and to accommodate undergraduate and graduate students in dormitories wherever possible. The HAHC recognizes the efforts that College has made to provide rental housing for its faculty/researchers and support staff. However, the rental problem is still a critical concern. Therefore, a committee of the HAHC has been studying means of informing residents about renting a room or providing an accessory apartment on their property. Written materials are presently in preparation and procedures will be setup to inform interested residents and answer their questions.

Bicycle/Recreation Path Committee

Appointment: The Bicycle/Recreation Path Committee was appointed in August, 1997 to make new recommendations to the Town for a bicycle route from Hanover to the Dartmouth-Hitchcock Medical Center (DHMC), and to do so by December 20, 1997. The committee made detailed recommendations on schedule, and some of the recommended improvements have been made, but the full implementation has been repeatedly delayed.

Charged: In more detail, we were charged to “See through to completion the bicycle route between DHMC and the Ledyard Bridge by interacting with NHDOT [NH Department of Transportation], NHDOT's contractors, and the Town; answering questions that may arise; and helping to see that the project proceeds according to plan.” Members of the committee talked to a great variety of people, including frequent and occasional cyclists, landowners, appropriate town government employees, medical center representatives, and members of the business community. Ideas were checked out by actually biking all suggested routes. The Committee submitted its completed proposal on December 20, 1997.

The proposal was reviewed by the Selectboard, following which some changes were made to the in-town portions of the route. Later, in 1999, we met with representatives of the NHDOT, town road planners, and the Dartmouth Hitchcock Medical Center, after which additional minor modifications were made to our plan. Initial cost estimates were made, and surveying was initiated.

Bike Lanes Widened: We are pleased to report that almost all of Route 120 between the intersection of Park and Lebanon Streets and the intersection with Medical Center Drive now has widened bicycle lanes (four feet or more on both sides). Work to be completed includes the two

connectors from Route 120 to the Medical Center. There will be a bike path set off from the vehicle traffic on each side of the north access road. Another connector will run from Route 120 to Mount Support Road. Bikeway construction has been delayed by right-of-way negotiations and construction at the Medical Center.

Pursuant to other items in the charge to the committee we have worked toward making the Town more bicycle friendly through correcting deficient storm grates that lie in bicycle lanes, making stoplights sensitive to the presence of bicycles, especially for left turns, and getting more and better places to park bicycles at principal destinations. We have had a little success in all of these, but much more needs to be done.

Bike Rodeo: Two of us participated in the Bike Rodeo at the Ray School and intend to do so again. We participated in the statewide bicycle-way planning process. We have also worked on coordinating routes with Lebanon's bicycle committee, particularly near DHMC.

Completing the Bike Route: For the coming year our aim is to make significant progress on such issues as storm grates and getting good bicycle racks at principal destinations. We seek to convert good intentions into regular action on the matter of consulting with our committee on all new roads and all modifications (even resurfacing) of old ones to make sure that bicycle and pedestrian needs are given serious consideration. And we will do what we can to accelerate the process of completing the bicycle route from Ledyard Bridge to DHMC.

For More Information: For those who are interested in learning more, New Hampshire's Bicycle/Pedestrian Information Center has safety tips and summaries of NH bicycle laws available. Call 271-3344 or visit <http://www.nhbikeped.com>. Full text of NH laws concerning bicycles can be found in RSA 259:6 and 100; RSA 265:143-152; and RSA 266:85-89, available at libraries or at <http://tinyurl.com/6ad9>. Laws concerning pedestrians include RSA 265:11 and RSA 11:34-41.

Current Committee Members: Hugh Mellert (Chair), Charles R. Sullivan, Scot Drysdale, Robert Z. Norman, William W. Young, Carol Perera Weingeist, Steve Ketcham, and Thomas A. Linell.

Building Code Advisory Committee

The Building Code Advisory Committee advises the Building Inspector on matters pertaining to building construction, safety, codes, and technological changes. The committee also acts in the capacity of a Building Codes appeals committee. Their combined expertise in construction is a valuable asset to the Zoning Board of Adjustment in matters of appeals regarding the Building Inspector's decisions or interpretations of code requirements or allowing the use of new technologies.

The committee had no formal code appeals presented before it in 2003.

The Committee finished its review and participation in helping to draft a rental housing program. This Ordinance was presented to the Selectmen for approval. However, it was determined that the ordinance as proposed may have proved difficult to administer. At this time, the proposed ordinance has been tabled.

Current work of the advisory committee for the year involves formal recommendation to the Board of Selectmen, with the advice of the Planning Board, for adoption of the International Building Code (2000 edition), as part of the Building Code Adoption Ordinance, paralleling the adoption of this code by the State of New Hampshire. Since this is the minimum requirements for commercial construction in New Hampshire our local ordinance will be amended to reflect this change.

The Building Code Advisory Committee consists of the following members: Bruce Williamson (chair), Randy Mudge (secretary), and Jack Wilson; two alternate seats still remain vacant and the Committee will be seeking qualified candidates for these seats.

Building Inspections:

	<u>Jan.-Jun.2003</u>	<u>Jul.-Dec.2003</u>	<u>Total 2003</u>
Building Permits Issued:			
New One- and Two-Family Residences:			
Number of Permits Issued	2	10	12
Total Value of Permits	\$ 875,000	\$ 4,857,000	\$ 5,732,000
Average Permit Value	\$ 437,500	\$ 435,700	\$ 477,667
New Seasonal Residences:			
Number of Permits Issued:	0	0	0
Additions, Alterations, and Maintenance to Existing Single-Family Residences:			
Number of Permits Issued	78	79	157
Total Value of Permits	\$ 3,078,492	\$ 4,302,132	\$ 7,380,624
Average Permit Value	\$ 39,468	\$ 54,457	\$ 47,010
New Multi-Family Residences, and Additions and Alterations:			
Number of Permits Issued	4	5	9
Total Value of Permits	\$ 70,000	\$ 45,555	\$ 115,555
Average Permit Value	\$ 17,500	\$ 9,111	\$ 12,839
New Institutional Buildings:			
Number of Permits Issued	0	2	2
Total Value of Permits	\$ 0	\$ 306,000	\$ 306,000
Average Permit Value	\$ 0	\$ 153,000	\$ 153,000
Additions and Alterations to Institutional Buildings:			
Number of Permits Issued	23	10	33
Total Value of Permits	\$ 5,848,235	\$ 708,400	\$ 6,556,635
Average Permit Value	\$ 254,271	\$ 70,840	\$ 198,686
New Commercial Buildings and Additions and Alterations:			
Number of Permits Issued	21	23	44
Total Value of Permits	\$ 1,884,284	\$ 3,272,350	\$ 5,156,634
Average Permit Value	\$ 89,728	\$ 142,276	\$ 117,196
Demolition Permits:			
Number of Permits Issued	6	5	11
Blanket Permits:			
Number of Permits Issued	5	3	8
Oil/Gas Permits:			
Number of Permits Issued	5	15	20
All Permits:			
Total Number of Permits Issued			296
Total Value of Permits			\$ 25,418,642
Average Permit Value			\$ 85,874

The Community Substance Abuse Advisory Committee (CSAAC)

The Community Substance Abuse Advisory Committee (CSAAC) meets once a month during the school year. Committee members include the Town Manager, Chair of the Hanover Select Board, the Hanover Police Chief, parents, and representatives from Dartmouth College and from the Hanover schools. The committee considers substance abuse to be a community concern rather than a problem of college students, high school students, parents, or the Town.

CSAAC advises on the preparation of the annual Dresden Safe and Drug-free Schools Grant, the Hanover Alcohol Diversion Program, and “Bigger, Better, Later,” an initiative to provide substance-free social and recreational events for Hanover High School students. These events are planned by Hanover High School students under the supervision of a Dartmouth student. During the 2003 Fiscal Year, CSAAC approved changes to the Juvenile Alcohol Diversion Program and the implementation of a Diversion Program for offenders for marijuana offenses through age 16.

Meetings are open to Hanover and Norwich residents. For more information contact Dena Romero, Hanover Community Counselor, 643-5317.

Conservation Commission

The Conservation Commission's core mission is to preserve and protect the Town's natural resources. Important resources include the Town Forest, trails, wetlands and water bodies, water supply, open space, views, and wildlife habitat. The Commission is responsible for educating the public about natural resource topics, monitoring conservation easements, and coordinating with other public and private conservation agencies. The Commission supports and advises the Board of Selectmen, the Planning Board, and the Zoning Board of Adjustment regarding projects involving conservation issues.

Members of the Commission at year-end 2003 are Judith Reeve, Chair; Robin Carpenter, Vice-Chair; Ed Chamberlain; Douglas McIlroy; David Minsk; Anne Morris; Michael Mayor; and Sandra White. Alternate members are Kim Perez, Nancy Menton and Michael Tsapakos. William Baschnagel is the representative from the Board of Selectmen.

In 2003, the Conservation Commission:

- Worked with a consultant and the Girl Brook Restoration Oversight Committee to develop an assessment of the condition of 44 segments of Girl Brook; began water quality monitoring of the brook; prepared a brochure describing best management practices for land along the brook and distributed it to all landowners in the watershed; and successfully secured funding for Phase 2 of the Girl Brook work, to develop plans to stabilize the most fragile segments of the brook.
- Through its Trails Committee, completed a new town-wide trail map, gained approval for drainage improvements on a Class VI portion of Wolfeboro Road, maintained trails on town-owned land, including the installation of steps and hillside retaining timbers on the River Trail, and scouted possible locations for new trail segments.

- Through the Open Space Committee, is working with four landowners on conservation of their properties; some by conservation easement and others by purchase of property.
- Continued work to survey the Town's Mink Brook Conservation Lands.
- Continued town energy planning and public education through the Energy Committee and Public Education Committee.
- Reviewed the larger development proposals presented to the Planning Board such as Dresden School District's Middle School plans.
- Contributed to the development of the Town Master Plan update.
- Partnered with the State Geologist's office to map the surficial geology of the eastern part of Hanover to better understand the soils and groundwater resources.
- Supported the removal of invasive plants on Balch Hill and at the Tanzi Tract.
- Created a Mountain Bike Committee to study the feasibility of a trail system for non-motorized wheeled vehicles, to identify places for mountain bikers to ride and to establish a trail crew to maintain trails used by mountain bikers.
- Conducted 14 site visits to review and comment on proposed projects within wetland or water body setbacks for the property owners, Zoning Board of Adjustment, Planning Board, and State of NH Wetlands Bureau.
- Coordinated with and supported other conservation groups including the Hanover Conservation Council, the Mascoma Watershed Conservation Council, the Appalachian Trail Conference, Upper Valley Land Trust, Upper Valley Trails Alliance, Connecticut River Joint Commissions and the NH Association of Conservation Commissions.

The Open Space and Trails Committees meet regularly once a month while the other committees of the Commission meet only as necessary or irregularly. Please contact the Planning and Zoning Office for these meeting schedules. The Conservation Commission's regularly scheduled monthly meetings are held on the second Wednesday of each month at 5:00 PM, in Town Hall.

Conservation Commission Activity:

	<u>Jan.-Jun. 2003</u>	<u>Jul.-Dec. 2003</u>	<u>Total 2003</u>
Meetings	6	6	12
Public Hearings	0	0	0
Site Visits	7	7	14
Cases:			
Docks	0	1	1
Additions, structures, or fill in wetland or wetland setback	8	6	14

Etna Library Board of Trustees

The Hanover Town Library, know locally as the Etna Library, has been an important part of life in Etna Village for over a century. In 1899 the Etna Library and Debating Society merged its books with one hundred dollars' worth of books donated by the State of New Hampshire and began lending the books from Hayes Hall. The library building, which is listed on the National Register of Historic Places, was built in 1905 and is featured in the 2004 Town of Hanover calendar. To commemorate the centennial, the volunteer committee which created the calendar is planning a series of celebratory events to begin this summer and continue through the summer of 2005.

The Trustees of the Hanover Town Library are elected for three-year terms by the Hanover voters to oversee the library.

Mission Statement: The Hanover Town Library will be an active presence in the village, providing its services to the community in a personal manner while preserving its historic building.

Activities: The Board of Trustees oversaw the operations of the Etna Library, which experienced another year of growth in patron visits, programs offered, and circulation of materials. The trustees supervised the development of the budget, hosted officers of the New Hampshire Library Trustees Association, and approved replacement of the library's carpeting. Installation of additional shelving, improvement of parking, and accessibility are ongoing projects.

Members: Margaret Bragg, Mary King, Tom Jacobs

Meetings: The first Monday of each month at 6:00 p.m. in the library. (No meeting in July.)

Howe Library Corporation Board of Trustees

Chair: Richard F. Winters
Vice Chair: Allegra Lubrano
Treasurer: Mado Macdonald
Secretary: Jack Nelson
Ann Bradley
Cheryl Boghosian
Joan Fowler
William Geraghty
William Hamilton

Edward Kerrigan
Ralph Manuel
Frederick Nothnagel
Paul Olsen
Rebecca Torrey
Brian Walsh (Kate Connolly, Alt.)
Leslie Williamson
Marlene McGonigle, ex officio

The Board meets on the second Thursday of each month at 3:30 p.m. except during July and August. The Annual Meeting is the second Thursday in October.

Committee Highlights, 2003:

Development Program:

- **Annual Fund Drive:** Jack Nelson chairs this effort, which was incorporated into the Capital Campaign for 2003. The proceeds from Fund 2002 enhanced the Library in many ways. A new service for book discussion groups was started. We continued the successful *Authors at The Howe* series. Ceramic logs were installed in the fireplace in the Aldrich Room to encourage patrons to relax on cold winter days. We purchased more laptops (no space for desktops!) and added a second Howe Library sign to the outside of the building. Collections were enhanced and an original work of art by Trina Shart Hyman was purchased.
- **Capital Campaign:** The capital campaign to support the expansion/renovation project was launched with a Steering Committee and a Capital Campaign Committee. Co-Chairs are Ralph Manuel and Joan Fowler. The Committee's goal was to raise \$2 million by December '03. The goal was surpassed when \$2.8 million was raised as a result of a matching Challenge to Corporation Members. The Committee held a very successful kick-off event for the campaign in September and a cooperative fundraising event with the Hood Museum in October. Solicitation will continue until building completion in 2005. Pledges are encouraged through January 2006. Committee members contributing to the success of the campaign are:
Marilyn Black, Cheryl Boghosian, Ann Bradley, Tom Byrne, Jan Chapman, Elizabeth Crory, Posey Fowler, Shelley Gilbert, Toni LaMonica, Allegra Lubrano, Ralph Manuel, Katie Manchester, Matt Marshall, Martha McDaniel, Marlene McGonigle, Jane Kitchel McLaughlin, Jere Nelson, Jack Nelson, Brian Walsh, Annette Williams, Sybil Williamson, and Richard Winter.
- **Planned Giving:** A brochure was developed and distributed. The Trustees are pleased that four individuals have stepped forward to indicate support for Howe in the future through their bequests.

Facilities: Stephen Marion, Chair. The committee has been active for more than 8 years. The architect of the present building, Gerrit Zwart, in association with Shepley Bulfinch Richardson and Abbott of Boston, completed building plans in the Spring and finalized them for bid in January 2004. 12,000 new square feet are planned for the current building of 18,000 sq. ft. The cost is \$5 million for construction and renovation and \$500,000 for an endowment to provide additional funds for higher operating costs funded by the Town. A May 2004 groundbreaking is anticipated with completion sometime after April '05. The plans respond to Library needs in a manner that enhances the current building and provides the opportunity for excellent library service in the future.

Advisory Task Forces: Three committees were organized to assist with the building expansion and to provide advocacy for the project. They continue to provide valuable input for the architects and are being called upon to help with the staging plans when some departments will be relocated during construction.

Children's: Roberta and Dave Parker, Chairs

Teens: Nancy Collier, Chair

Technology: Ron Boehm, Chair

Finance: Paul Olsen, Chair. The Committee meets quarterly with the investment advisors to review the portfolio. The Committee was charged with obtaining a construction loan and a USDA Rural Development loan for the building project.

Governance: Bill Hamilton, Chair. The Committee made major updates to the By-Laws in October '03 in addition to fulfilling responsibilities to nominate the officers of the Board of Trustees.

Non-Resident Fees Committee: Ed Kerrigan, Chair. The committee recommended to the Hanover Select Board that fees for Howe Library cards remain the same.

Parking & Transportation Board

The Parking & Transportation Board advises Selectmen on matters relating to parking, traffic, public transportation, parking facility and other related activities in Hanover. Membership includes representatives from town businesses, Dartmouth College, DHMC, and volunteers from the community. The Board meets monthly – usually the third Tuesday of each month – and public participation is always welcome.

Parking Facility: The 289 space parking facility at 7 Lebanon Street continues to be a success and has become the preferred alternative for some doing business in the downtown. The availability of parking combined with free parking for the first half-hour makes the garage a good choice for quick errands. An attendant is on duty between 7:00AM and 9:00PM Monday through Saturday providing security and customer service. Parking is free on Sundays and holidays and there is no attendant on those days.

Use of the parking facility remains steady with a daily average of just over 300 visitor entries. Visitor occupancy has increased during the year, with an average of ninety-seven spaces occupied during the 1:00 PM hour, compared with an average of eighty-seven last year.

Thompson Arena Commuter Parking: Dartmouth College has reduced the number of parking spaces offered to the Town for peripheral parking in the Thompson Arena lot. Fifty spaces are now committed for Downtown employee parking in the Thompson lot. The Thompson shuttle bus that served the lot and the Downtown has been combined with the Dewey Field shuttle and a third bus added to maintain 10-minute shuttle service throughout the day connecting peripheral parking to the downtown and points on the College campus. This combined and enhanced shuttle is supported by the Town and the College and offers new opportunities for moving people around town. The fifty spaces in Thompson are a short term solution for Town peripheral parking and the Board is actively involved in finding an alternative for commuters when Thompson parking will no longer be available.

Transportation: The Town of Hanover is a supporter of Advance Transit and contributes to the Free Fare system that is currently offered to anyone getting on the bus. By helping to make the system free for all riders contributes to reducing traffic arriving or traveling through town. The Board believes that this support is the right thing to do and is committed to promoting public transportation.

Planning Board

The current members of the Planning Board, as of December 31, 2003, are Nancy Collier, Chair; Charles Faulkner, Vice-Chair; Michael Mayor; William Dietrich; James Hornig; and Judith Esmay. Alternate members are Sylvia Richards and Peter Owens. Our thanks for his service go to Monte Clinton, who recently retired from the Board. Kate Connolly, William Baschnagel, and Peter Christie serve as Board of Selectmen Representative, Alternate Representative, and Second Alternate Representative, respectively. Planning Board members are appointed by the Board of Selectmen.

The Planning Board work in 2003 included:

- Reviewing and approving major modifications or expansions to: the Howe Library, Dartmouth College land in the South Block, Dartmouth College Child Care Center, the Coldwell Banker Redpath & Co. real estate office on West Wheelock Street, and the Verizon building on School Street.
- Reviewing and approving modifications at Dartmouth College's Chase Field, The Wrap on Main Street, a porch at the Chieftain Motor Inn, and a modular classroom at the Ray School.
- Extending approvals for the Dartmouth College's Rugby Clubhouse on Reservoir Road, the temporary College student housing located near Channing Cox dormitory, and the Hanover Country Club maintenance shop off Route 10.
- Beginning the review of a ten-lot open space subdivision on River Road, the plans for the new middle school, and the expansion of the Thayer School of Engineering.
- Reviewing and approving the creation of two new lots, one on Partridge Road and one on Currier Place.
- Approving 5 minor lot line adjustments and 8 requests for site plan waiver.
- Making two site visits to the proposed River Road subdivision and the site of the new middle school.
- Reviewing one request for trimming and tree removal as part of normal, routine scheduled maintenance of overhead electrical distribution facilities on Ferson, King, Ruddsboro, Three Mile, Goodfellow, Pinneo Hill and River Roads, all Town-designated scenic roads.
- Developing a recommendation for the Board of Selectmen to guide their granting of building permits on private roads.
- Holding informal discussions for projects yet to come formally to the Board regarding the creation of 75 units of housing off Buck Road, new Dartmouth student residences north of Maynard Street, and a mixed income 60-unit housing project at the Gile Tract.
- Preparing zoning amendments which were considered at the Annual Town Meeting in May 2003.

All of this work is eclipsed by the adoption of the Master Plan in July. The Board had worked for nine years on revising the plan and in that time held 101 meetings to work on the Plan. Of the 38 meetings held in 2003, the Planning Board met 21 times to finish work on the update of the Town's Master Plan. Copies of the Plan are kept at the Howe and Etna Libraries. The Master Plan may be viewed on the Town's website, www.HanoverNH.org, and may be purchased at the Planning and Zoning Office. The Planning Board has hired Burnt Rock Associates to assist in developing amendments to the Zoning Ordinance to implement the new Master Plan.

Members continue to be involved in the Downtown Committee's work on downtown parking and downtown streetscape. Two members, Michael Mayor and Selectman William Baschnagel, serve with the Conservation Commission to provide coordination between the Commission and Planning Board. Two other Board members, Kate Connolly and William Dietrich, are active representatives to the Upper Valley Lake Sunapee Regional Planning Commission.

Generally, the Planning Board hears applications at 7:30 PM on the first and third Tuesdays of each month in the Boardroom at Town Hall. The Board holds planning workshop sessions regarding Master Plan implementation and policy development at 7:30 PM on the second Tuesday of each month in the same location. The public is cordially invited to attend and participate in all meetings of the Planning Board.

Planning Board Activity:

	<u>Jan.-Jun. 2003</u>	<u>Jul.-Dec. 2003</u>	<u>Total 2003</u>
Meetings	22	16	38
Site Visits	0	2	2
Informal Discussions	10	11	21
Joint Hearing with Board of Adjustment	0	0	0
Master Plan Discussions	14	5	19
Master Plan Workshops	2	0	2
Zoning Amendment Hearings/Discussion	4	1	5
Planning Board Applications:			
Minor Lot Line Adjustments	2	0	2
Boundary Agreements	0	2	2
Minor Subdivisions	1	0	1
Major Subdivisions	0	1	1
Open Space Subdivisions	0	0	0
Planned Residential Developments	0	0	0
Site Plan Reviews	5	6	11
Waivers of Site Plan Review	5	5	10
Modifications of Approval	0	2	2
Extensions of Approval	1	1	2
Plan Revocation	0	0	0
Scenic Road Hearings	<u>0</u>	<u>1</u>	<u>1</u>
Total	14	18	32

Recycling Committee

The Recycling Committee endeavors to help Hanover residents engage in all types of recycling by means of the town's curbside collection program, two scrap-metal collections, and a Christmas tree mulching event each year. The Town contributes financial support to two hazardous waste collections in Hartford. In April, members of the Committee participated in the computer recycling event held at the Montshire Museum.

The Committee publishes a biannual newsletter, which is mailed to Hanover taxpayers.

Information about the recycling program is also available on the Recycling Committee's Website (www.hanovernh.org/twn_hanrecyc.html). Recycling events are publicized in the Valley News.

Curbside Program: This is the Town's principal recycling program, with weekly collections from all residences. Recycling bins are available at Town Hall. Northeast Waste reported that in 2003, Hanover residents recycled 882 tons of cans, bottles, paper and cardboard. This kept approximately 46 tractor-trailer loads of material out of landfills.

The Committee spent considerable time this year reviewing options with staff of Public Works for improving the curbside program, making it more efficient, and reducing costs. Members of the committee visited Northeast Waste's facility in White River Junction and the Chittenden County Materials Recovery Facility (MRF) in Burlington, Vermont. Modifications in the curbside program for implementation in late 2004 have been proposed to the Selectboard by the Department of Public Works.

Other Recycling Activities: Scrap metal collections were held in May and September. The Christmas tree collection was held in frigid temperatures in January. The Committee wishes to recognize the invaluable help that Youth-In-Action provides for these collection events. The Committee explored the implementation of a fall leaf composting program but determined that the infrastructure would not permit such a program at this time.

Recycling Summit: The Committee sponsored a Recycling Summit at Howe Library in October to discuss what Hanover might do and how we might work together to reduce the amount of material that goes to landfills. Representative from the following groups attended: Dartmouth College Procurement Services, Dartmouth College Environmental Conservation Organization, Dartmouth College Outings Club Environmental Studies Division, Dartmouth Hitchcock Medical Center, Green-up Day Committee, Hanover High School Environmental Club, League of Women Voters. Elizabeth Bedard of the Northeast Resource Recovery Association spoke to the group. A number of waste-reduction initiatives were identified, which we shall begin to address now that we are back at full strength.

Waste Reduction: The Committee is convinced that our principal goal as a Town should be the reduction of waste in all forms. When making purchases, we urge residents to seek goods without packaging, or with the smallest amount of packaging and with packaging that can be recycled. It is most environmentally benign to reuse materials when their original lifecycle is ended, followed by recycling if something is not reusable. The Committee continues to look for ways to help residents recycle items that are not in the curbside program and welcomes suggestions. The market for recycled materials continues to be uneven. Therefore, we encourage the purchase of goods made from recycled materials in order to strengthen the market for our recycled items.

Following conversations with the Town Manager, the Committee created a task force in 2003 to explore a broadened environmental charge for the Committee or a successor to the Recycling Committee. The group will deliver a report to the Town Manager in early 2004.

Meetings: The Recycling Committee meets eight times during the year in the Conference Room of Town Hall. During the Spring of 2004, meetings will be at 8 AM on the first Thursday of the month. Anyone interested in attending a Recycling Committee meeting is welcome! If you plan to attend, please call a committee member to confirm the next meeting date.

Committee Membership: During 2003 the following people served as members of the Committee: Marilyn Black, Mary Ann Cadwallader, Peter Christie (Selectboard liaison) Carol Edwards, Alice Jackson, Larry Litten (Chair), Roger Lohr, Augusta Prince, and Betsy Smith. Carol finished her term this year and Roger resigned his position. We thank Carol for her term as Chair and her superb minutes and editorship of Curbside Comments. We thank Roger for his many helpful ideas. We look forward to the service of new members Neely McNulty, Lyn Miller, and Jack Wilson.

There is much to be done on the waste reduction front. We urge residents of the Town to step forward and help us, as members of the committee, as volunteers for various projects. Please contact Larry Litten (larry.litten@valley.net) to learn more about becoming involved with waste reduction in Hanover.

Senior Citizen Steering Committee (Hanover Senior Center)

The "Advisory Board" for the Hanover Senior Center meets at 4:00 p.m. on the first Monday of each month. The meetings are open to the public and anyone interested is urged to attend.

Board Members: Chrysanthi Bien (Chair), Barbara Doyle (Secretary), Dale Bryant, Constance Carr, Frances Cobb, Maureen Hall, Mary Kirk, Anah Pytte, Alice Richardson, Evelyn Spiegel, Helene Rothermund, Marilyn "Willy" Black, Connie Klefos (VNA Rep.), Peter Chrisite (Selectboard Rep.), Dena Romero (Community Counselor), Gail Schaal (Senior Center Coordinator). We are all very happy to be settled in our new Senior Center and have been actively trying to recruit new board members and volunteers.

Expanded Programs: We have expanded our programs to include bi-weekly exercise, a hair dresser in our salon, and many fun and interesting guest speakers. With the advantage of a much larger space, we are able to more comfortably serve many more seniors.

Volunteers: The Senior Center offers one luncheon a month which is prepared and served by volunteers from area churches. These lunches are very well attended and are a source of social contact for many seniors. Along with the church luncheons the Senior Advisory Board serves a Thanksgiving dinner with all the traditional fixings.

Linda Couture is still providing volunteer help for the ceramics program and Nancy Rose Logan is at the senior center once a month for water color paint instructions. Instructions in pencil sketching by David Rakyta is offered twice a month and a book discussion group is led by Dale Bryant twice a month. These programs along with many activities with Youth-In-Action volunteers helps to keep the Senior Center very busy.

The Advisory Board would like to take this opportunity to thank all the residents of Hanover for providing us with this wonderful new facility and to invite everyone to join the programs offered at the center. We hope to see many new faces at the Richard W. Black Community/Senior Center.

Zoning Board of Adjustment

The Zoning Board of Adjustment continues to hear cases once a month, usually the fourth Thursday of the month. Deliberations follow at a publicly scheduled meeting, generally a week later. All hearings and meetings of the Board are open to the public. The current members of the Zoning Board of Adjustment are H. Bernard Waugh, Jr., Chair; Ruth Lappin, Vice Chair; Michael Hingston, Clerk; Lee Baldwin; and Bill Little. Arthur Gardiner, Joanna Jackson, George Spitzer, and M. O. Clement are alternate members.

Zoning cases during the year were as follows:

	<u>Jan.-Jun. 2003</u>	<u>Jul.-Dec. 2003</u>	<u>Total 2003</u>
Zoning Board of Adjustment:			
Meetings held	9	14	23
Special Exceptions	8	10	18
Special Exceptions—Wetlands	6	5	11
Variances	2	2	4
Appeals of Administrative Decisions	0	7	7
Building Code Appeals	0	0	0
Rehearings	3	0	3
Equitable Waivers	0	0	0
RSA 674:41 hearings	0	0	0
Zoning & Use Permits issued:	156	168	324
Residential	198		
Commercial	78		
Institutional	48		

Outside Agency Reports

Community Access Television (CATV/6)

Community Access Television (CATV/6) celebrated its 10th anniversary in April 2003. With four Upper Valley towns participating in our coverage of local government and school board meetings (Hanover, Hartford, Hartland and Norwich), we serve as the public access provider for Adelpia Communications. Our affiliation with Adelpia is governed by a PEG Access Agreement (Public, Education, Government), with the bulk of our annual operations budget coming from PEG Access fees from subscribers' monthly bills.

CATV opened a second studio in October 2002. The "Upper Valley Education Connection" (UVEC) will become a second, education-oriented, channel on the cable system and is expected to begin cablecasting on channel 10 in March 2004. Located in the Tip Top building in Hartford, VT (85 N. Main St., Suite 142, WRJ, VT 05001, 802-295-6688), the new studio serves as the

classroom for area students enrolled in video production courses through the Hartford Technical Center. It also provides video equipment for use by community members.

CATV will continue to maintain and staff its studio in Hanover, which is located downstairs on the south end of the Hanover High School (603-643-2288). Members of local civic groups and other local residents are encouraged to complete our basic training courses and use our equipment to tape events and produce shows for broadcast. Tapes of Select Board and School Board meetings are available at the Howe Library for those who do not have cable TV.

Adelphia's changeover to fiber optic cable in the Fall of 2003 resulted in a number of changes in the cable channel lineup, including moving CATV from channel 6 to channel 8, which will be its permanent home.

Hanover Improvement Society

(Period Ending March 31, 2004)

The Hanover Improvement Society is a private, not-for-profit corporation. It is structured as a self-perpetuating membership organization with an authorized total of 25 voting members, plus the Chair of the Select Board in an ex-officio and honorary position. Members of the Board of Directors, the Society's governing body, are elected by the membership and may serve two consecutive three-year terms.

At its July 2003 annual meeting, the Society members elected three new members to the Board of Directors: Kathleen Geraghty, Youth-In-Action Director; Paul Olsen, Director of Real Estate for Dartmouth, and Ronald Sliwinski, Vice President for Operations at the DHMC, joined continuing board members Tod H. Schweizer, President; John A. Hochreiter, Vice President; Lawrence R. Draper, Treasurer; Randall T. Mudge, Clerk; and Jeanne E. Young, board member. Long time members David H. Bradley and Laurence J. Ufford retired from the Board after the completion of their terms of extraordinary service.

In the past year the Society fulfilled its long-standing mission to "improve Hanover" by supporting the clearing of Occom Pond for outdoor family skating, the maintenance of the Garden Club's town gardens, the "Pond Party" at Occom Pond, CATV-6, the Community Center, the Chamber of Commerce, and, this year, the Howe Library expansion project. The Society also has a traditional commitment to improve and maintain the amenities of the "streetscape" in Hanover – its benches, tree grates, streetlights, and trees.

In the year ended March 31, 2004, the Society invested \$281,000 in improvements to the facilities that serve the general public.

The Nugget Theatres: The Improvement Society was formed in 1922 to operate and manage the Nugget Theatre (then at the end of "Old Nugget Alley") for the benefit of the Town. Revenues generated by the Nugget for eight decades have funded the kind of good works listed above.

The 2003-2004 year at the Nugget was the best since the expansion of the theatre to four screens in 1997. The smash summer animated hit "Finding Nemo" led the way, with such other box-

office hits as “Cold Mountain,” “The Passion of the Christ,” and “Lost in Translation” contributing to record box office receipts. Once again the theatre featured the best films, and those that received strongest critical acclaim.

Each year the Nugget draws over 135,000 patrons to Hanover, and adds greatly to the vitality and vibrancy of the community. All profit from the theatres is invested in the Town of Hanover, or in the physical assets of the Society that serve all of the citizens of the Town and nearby Upper Valley residents.

The Storrs Pond Recreation Area: Despite poor weather and a series of unfortunate logistical problems, the recreation area opened on schedule, and enjoyed a successful summer. The number of seasonal memberships increased, from 1,363 to 1,401; and the area served as the summer recreation center for 440 families.

The recreation area began the 2003 summer season under new management. Donald Babcock, seasoned manager of the Nugget Theatres, became Operations Manager for the Improvement Society, and assumed responsibility for the operation of both Storrs Pond and the Nugget Theatres. Dick Dodds, Manager of the James W. Campion, III Ice Skating Arena, took on the additional responsibility of directing Camp Fiddlehead, the day camp he inaugurated in 2000.

Programs: Although the unpredictable weather diminished participation in some Storrs Pond programs, the popularity of the Camp Fiddlehead day camp continued. Over 247 individuals representing 553 “camper weeks” enrolled in the program. 36 more campers enrolled in 2003 than had in the summer of 2002, and there were, on the average 6 additional campers each week.

Children from 18 communities in the Upper Valley, and several distant communities including Vail, Colorado; Princeton, New Jersey; Dover, Delaware, and Bethesda, Maryland – and one from Alaska - attended the seven-week camp. About 75% of the campers were from Hanover, Norwich, and Lyme.

The Improvement Society provided scholarships to 14 Fiddlehead campers. The Society enthusiastically supports the day-care services provided through Camp Fiddlehead as an important alternative for families with two working parents.

Instructional Swimming “In the Rain”: The Sid Hazelton Instructional Swimming Program thrived in its 67th year, issuing certificates to 260 swimmers who completed the Red Cross curriculum successfully. The 196 individuals who participated in the “group” programs received 2,600 lessons in the course of the summer. Certified Water Safety Instructors delivered 423 additional hours of private diving and swimming lessons.

Camping and Picnics: During the year 157 picnics at the pond hosted an estimated 8,795 individuals from family groups, large corporations, and alumni reunions. The 35 campsites at the Pond provided outdoor living for an estimated 4,070 campers during the summer. In the Fall, the recreation area saw over 300 Appalachian Trail “Long-Distance Hikers” blanket the area with their mountain tents. An estimated 22,070 different individuals visited Storrs Pond for a cumulative total of 72,429 visits. The Improvement Society once again subsidized the operation of Storrs Pond by absorbing the net operating loss of more than \$179,000 to help make this summer recreational experience more affordable for Hanover’s residents and visitors to the area.

Capital Improvements: During the course of the year the Society upgraded the bathrooms in the camper's bathhouse, replaced the main sewer line to the pumping station, made major repairs on the water system, and began work on refurbishment of the deck at the swimming pool. This Spring the pool is due for major repair and repainting.

Protecting the Quality of the Pond: As stewards of area, the management and Society members worked with the Town, the school system, and middle school project consultants to develop a low impact and ecologically desirable alternative for handling storm water run-off from the new middle school property. Our interest is to be certain that no harmful sediment or other pollutants find their way into the pond from the school land – during construction or afterwards. We enjoyed the cooperation of all parties and consider the final solution to the problem an example of what can be done by neighbors working together for the greater good.

James W. Campion, III Ice Skating Rink: Utilization of the Campion Rink continued to increase during the 2003-2004 season. 2,245 hours of ice time were utilized - 233 more than in the past winter, and the most ever. This level of activity represented the most intense use of the facility since it opened, averaging over 11 hours each day of operation (over 31 weeks!). Dick Dodds, the rink's enthusiastic manager, introduced several new learn to skate and play hockey courses in non-prime time, and encouraged the formation of additional leagues for both men and women skaters. 505 hours of ice time were dedicated to new programs.

The "major users" logged 1,433 hours on ice, or 60% of the total, with the largest users being the Hanover Hockey Association and the Skating Club at Dartmouth (SCAD), followed closely by the Greater Lebanon Youth Hockey Association and the boys and girls high school teams from Hanover and Lebanon. This year Campion welcomed the first group of varsity girls from Lebanon High School.

The facility continues to be a well-used asset by Hanover, Lebanon and the Upper Valley skating community.

Capital Improvements: New dehumidification equipment, installed in the early Fall, solved the problems of condensation and fog in the arena, although the installation took longer, and was more expensive than estimated. This Summer, a new compressor, shipped to Hanover from Calcutta, India, will be installed to replace one of the Davis Rink antique compressors (ca. 1953).

The Town of Hanover and the Society worked together to resurface and grade the Campion Rink parking lot which serves the Campion skating program as well as the Hanover Parks and Recreation department soccer tournaments and the baseball programs at Bob Sparks Field.

Respectfully submitted,

Tod H. Schweizer, President

Thomas E. Byrne, III, General Manager

Notes...

Chapter 5

Miscellaneous Information

2003 Legal Expenses and Litigation Summary

<u>Case/Type</u>	<u>Plaintiff Attorney</u>	<u>Defendant Attorney</u>	<u>Town Legal Expenses</u>	<u>Outcome</u>
Bell Atlantic /Verizon Tax dispute	Scott Harris	Timothy Bates	\$ 44	Pending
Dresden School Dist. Appeal of Zoning Board Decision	-	Walter Mitchell	\$ 279	For Plaintiff; Remanded to ZBA
Montgomery Zoning related Claims	William Clauson	Walter Mitchell	\$ 3,588	Pending
Adelphia/Telecommunication Cable Franchise Agreement Renewal		Robert Ciandella	\$ 8,578	Pending
Zeti Psi		Walter Mitchell	\$ 456	
General Legal Advice		Adele Fulton	\$ 13,325	
		Walter Mitchell	\$ 18,343	
		Charles Bauer	\$ 29,397	
		Total General Legal Advice	\$ 61,065	
		Total	<u>\$74,008</u>	

Town of Hanover
Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee 2002-03</u>	<u>2003-04</u>
Community Counseling	Alcohol Diversion			
	Ages 12-15	\$150.00	\$150.00	\$250.00
	Ages 16-20	\$200.00	\$300.00	\$305.00
	Penalty to Reschedule 2 nd Session		\$ 75.00	\$ 75.00
	Marijuana Diversion – under 17			\$250.00
Fire	Fire Crowd Control	Cost +35 %	Cost +35 %	Cost +35 %
	Hydrants (Private)	\$620.00 /Yr.	\$866.00 /Yr.	\$866.00 /Yr.
	Annual Monitoring Fee -			
	Master Fire Box	\$300.00	\$300.00	\$300.00
	False Alarm Charge			
	Fire Service Alarm	\$100.00	\$100.00	\$100.00
	Rescheduling of Fire Alarms or Sprinkler Acceptance Test because of contractor/owner not being ready for test	\$ 200.00	\$250.00	\$250.00
	<u>Project Requiring Outside Consulting Assistance</u>			
	Where outside consulting services for plan review, testing or inspection are required, the applicant shall be responsible for the full cost plus a 10% administrative charge.			
Fire-Ambulance	Per Capita- Hanover	\$ 9.00	\$ 12.10	\$ 12.71
	Per Capita- Lyme	\$ 11.90	\$ 12.10	\$ 12.71
	Per Capita- Norwich	\$ 11.90	\$ 12.10	\$ 12.71
	Copies-Report (1-4 pages)	\$ 10.00	\$ 10.00	\$ 10.00
	(> 4 pages)	\$10.00 + \$.50/page over 4 pages		
Treatment w/transport	Basic Life Support-Resident	\$190.00+	\$275.00+	\$300.00+
	(+ \$8.25 per mile)			
	Basic Life Support-Non-Resident	\$215.00+	\$325.00+	\$350.00+
	(+\$8.25 per mile)			
	Advanced Life Support 1-Resident	\$240.00+	\$325.00+	\$350.00+
	(+\$8.25 per mile)			
	Advanced Life Support 1-Non Res.	\$275.00+	\$375.00+	\$425.00+
	(+\$8.25 per mile)			
Treatment/ no transport	Advanced Life Support 2-Resident		\$475.00+	\$500.00+
	(+\$8.25 per mile)			
	Advanced Life Support 2-Non Resident		\$525.00+	\$575.00+
	(+ \$8.25 per mile)			
	Special Care Transport		\$575.00+	\$575.00+
	(+ \$8.25 per mile)			
	Advanced Life Support	\$ 50.00	\$ 50.00	\$100.00

Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee 2002-03</u>	<u>2003-04</u>
Fire-Ambulance	Mileage		\$ 8.00	\$ 9.00
(cont'd)	Oxygen Charge*	\$ 45.00	\$ 45.00	\$ 45.00
	Defibrillation*	\$ 70.00	\$ 70.00	\$ 70.00
	Esophageal Obturator Airway*	\$ 70.00	\$ 70.00	\$ 70.00
	Endotracheal Tube Administration*	\$ 70.00	\$ 70.00	\$ 70.00
	Cardiac Monitoring*	\$ 90.00	\$ 90.00	\$ 90.00
	IV/Drug Administration*	\$ 75.00	\$ 75.00	\$ 75.00
	Medications*	\$ 50.00	\$ 50.00	\$ 50.00
	Special Event Standby *	\$ 90.00 /hr.	\$ 90.00 /hr.	\$ 90.00 /hr
* Same rate would apply with or without ALS transport				
Gen. Admin.	Copies - single page	\$.25	\$.25	\$.25
	Copies - Appraisal Card:			
Taxpayer Terminal	- Property Owner	\$ 1.00	\$ n/c	\$ n/c
- prints 2 pages	- Other	\$ 1.00	\$ 1.00	\$ 1.00
	Copies - Warranty Deed	\$ 2.00	\$ 2.00	\$ 2.00
	Copies - Tax Map	\$ 2.00	\$ 2.00	\$ 2.00
	Copies - Tax Bills	\$ n/c	\$ n/c	\$ n/c
	Copies - Customized Reports: (printouts from assessment dbase)			
	- Tax Map Listing	\$ 35.00	\$ 35.00	\$ 35.00
	- Valuation Listing	\$ n/c	\$ n/c	\$ n/c
	- Checklist	\$ 25.00	\$ 25.00	\$ 25.00
	- Mailing Listing	\$ 35.00	\$ 35.00	\$ 35.00
	Labels - per page	\$.35	\$ 0.35	\$ 0.35
	Diskette- Any of above	\$ 25.00	\$ 25.00	\$ 25.00
	Hanover Code of Ordinances and Regulations	\$ 10.00	\$ 10.00	\$ 10.00
	Hanover Master Plan	\$ 10.00	\$ 10.00	\$ 10.00
	Zoning Ordinance + Map	\$ 5.00	\$ 5.00	\$ 7.00
	Subdivision Regulations	\$ 3.00	\$ 3.00	\$ 3.00
	Site Plan Regulations	\$ 3.00	\$ 3.00	\$ 3.00
	Building Code Ordinance	\$ 1.00	\$ 1.00	\$ 3.00
	Flood Plain Maps	\$ 3.00	\$ 3.00	\$ 3.00
	Open Space Maps	\$.50	\$.50	\$.50
	Zoning Maps	\$ 2.50 /ea.	\$ 2.50 /ea.	\$ 2.50 /ea.
	Trail Maps-Individual			\$ 1.00 /ea.
	Trail Maps-Large			\$ 4.00 /ea.
	Notary Public	\$ 2.00	\$ 2.00	\$ -0-
	Vendor Permit - Daily	\$ 8.00	\$ 15.00	\$ 15.00
	* Vendor Permit - (Minimum Bid)	\$1,500.00(6 mos.)	\$1,500.00(6 mos.)	\$2,250.00(9 mos.)

(* Current Vendor Permit is for 9 Months and runs from March 1 – Nov. 30)

Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee 2002-03</u>	<u>2003-04</u>
Gen. Admin. (cont'd)	Pole License	\$ 10.00	\$ 10.00	\$ 10.00
	Articles of Agreement	\$ 5.00	\$ 5.00	\$ 5.00
	Vital Statistics	\$ 10.00	\$ 12.00	\$ 12.00
	Wetlands Application	\$ 10.00	\$ 10.00	\$ 10.00
Highway	Driveway Permits	\$ 30.00	\$ 50.00	\$ 50.00
	Private Construction			
	Class VI Highway Permit	\$100.00	\$ 100.00	\$ 100.00
Howe Library	Excavation Permits	\$ 50.00	\$ 50.00	\$ 50.00
	Fines (books)- day	\$.05	\$.05	\$.05
	- day (after 2nd notice)	\$.10	\$.10	\$.10
	Fines (videos, CD Roms, art prints and reference books) - day	\$1.00	\$ 1.00	\$ 1.00
	Interlibrary loan (all fee payers - per item)	\$ 10.00	\$ 10.00	\$ 10.00
Howe & Etna Libraries	Non-resident family (1 Yr.)	\$100.00	\$ 100.00	\$ 100.00
	Non-resident family (3 mos.)	\$ 35.00	\$ 35.00	\$ 35.00
	Non-resident Senior Citizen (65 or older)	\$ 75.00	\$ 75.00	\$ 75.00
	Dresden Student Card			
	(Dresden Tuition Student*)	\$ 15.00	\$ 15.00	\$ 15.00
	Childcare providers - resident:			
	A proportion of the \$100 fee based on percentage of non-resident children attending the daycare whose families do not have Howe Library memberships (with borrowing limits).			
	Childcare providers -			
	Non-resident:	\$100.00	\$100.00	\$100.00
	(with borrowing limits)			
*Paid by school, not by student.				
Planning & Zoning	Combined Application for Building and Zoning Permits: Fee as appropriate from below plus \$25.00			
	Building Permits:			
	Moving or Demolition	\$ 50.00	\$ 50.00	\$ 50.00
	Blanket Permit per			
	Project (Sec. IX)	\$ 25.00	\$ 25.00	\$ 25.00
	Sign	\$ 25.00	\$ 25.00	\$ 25.00
	Re-inspection	\$ 50.00	\$ 50.00	\$ 50.00
	Minimum Permit Fee	\$ 25.00	\$ 25.00	\$ 25.00
	Single Unit Residential Items	\$ 25.00	\$ 25.00	\$ 25.00
	Swimming Pool in addition			
	to Zoning Permit Fee	\$ 25.00	\$ 25.00	\$ 25.00
	Single Family Houses			
	{per square foot}	\$ 0.40	\$ 0.40	\$ 0.40

Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee 2002-03</u>	<u>2003-04</u>
Planning & Zoning (cont'd)	Non-habitable Accessory Structure (per sq. ft.)	\$ 0.25	\$ 0.25	\$ 0.25
	Gas installation/replacement (stand alone)	\$ 25.00	\$ 25.00	\$ 25.00
	Oil installation/replacement (stand alone)	\$ 25.00	\$ 25.00	\$ 25.00

Effective July 1, 1999

Commercial, Institutional, Multi-Family, and other
non-single-and-two-family-residential construction,
additions, renovation, alternations
(per \$1,000 of construction cost):

portion of construction cost up to \$10,000,000	\$5.00	\$5.00
portion of construction cost between \$10,000,0001 and \$20,000,000	\$3.35	\$3.35
portion of construction cost exceeding \$20,000,000	\$1.65	\$1.65

Project Requiring Outside Consulting Assistance

Where outside consulting fees for plan review, testing or inspection, exceed 1/3 of the building permit fee, the applicant shall be responsible for such costs in excess of 1/3 of the building permit fee.

NOTE: One (1) hour Consultation Time from Public Works Director or Highway Superintendent will be charged at \$30.00 per hr.

Zoning:	Permit*	\$ 20.00	\$ 25.00	\$ 25.00
Zoning Board:	Hearing**			
	Special Exception	\$100.00	\$150.00	\$150.00
	Variance	\$100.00	\$150.00	\$150.00
	Appeal of Admin. Decision	\$100.00	\$150.00	\$150.00
	Equitable Waiver		\$150.00	\$150.00
	Hearing under RSA 674:41		\$150.00	\$150.00
	Rehearing (Refunded if relief granted)		\$ 50.00	\$ 50.00

* Included in Zoning Permit:

Storage Shed, Fence, Temporary Trailer, Garage, Sign, Retaining Wall, Awning or Canopy.

** Plus actual cost of notifying abutters.

Planning Board	Subdivisions, all types *	\$200 + \$100/lot
	Site Plan Review, including Non-Residential, Multi-Family, and Continuing Care Retirement Communities:	
	Base Fee *	\$500.00
	Plus additional as shown, based on the estimated full cost of construction (ECC) as verified by the Building Inspector:	
	\$0 to 2.50 million ECC	\$5/\$10,000 of ECC
	\$2.51 million to 5.00 million ECC	\$4/\$10,000 of ECC
	\$5.01 million to 10.00 million ECC	\$3/\$10,000 of ECC

Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee</u> <u>2002-03</u>	<u>2003-04</u>
Planning Board (cont'd)	\$10.01 million to 15.00 million ECC		\$2/\$10,000	of ECC
	\$15.01 million to 20.00 million ECC		\$1/\$10,000	of ECC
	over 20.00 million ECC		\$0/\$10,000	of ECC
	Modifications to any of above		\$200.00	
	Minor Lot Line			
	Adjustment*	\$ 75.00	\$100.00	\$ 100.00
	Boundary Agreements*	\$ 75.00	\$100.00	\$ 100.00
*Plus actual cost of notifying abutters. Costs of notifying abutters are in addition to the fees shown and are directly based on actual cost of postage. The current fee is \$4.25. (** Amended 1/22/01)				
Police	Pistol Permit (4 Yr.)	\$ 10.00	\$ 10.00	\$ 10.00
	Use of Cruiser -			
	per mile charge	\$.25	\$.25	\$.25
	Special Services -			
	Police Personnel	\$ 27.00	\$ 28.00	\$ 28.00
		+35%	+35%	+35%
	Reports (Flat Fee)	\$10.00	\$ 10.00	\$ 15.00
	Fingerprints (Non-Resident)		\$ 15.00	\$ 15.00
	Photographs (8 x 10 b/w)	\$ 7.00	\$ 7.00	\$ 8.00
Police - Alarms	Connection Fee - one			
	time charge	\$ 25.00	\$ 25.00	\$ 25.00
	Annual Monitoring Fee	\$300.00	\$400.00	\$400.00
	Pro-rated Monthly			
	Monitoring Fee	\$ 25.00	\$ 33.00	\$ 33.00
	Police Service -			
	- Residential	\$ 25.00	\$ 50.00	\$ 50.00
	- Commercial	\$ 50.00	\$ 50.00	\$ 50.00
	Penalty Charge for			
	Inaccurate Call List	\$ 10.00	\$ 10.00	\$ 10.00
Police – Animal Control	Dog License			
	Neutered Male & Female;			
	Puppies (under 7 mos.)	\$ 6.50	\$ 6.50	\$ 6.50
	Unneutered Male/Female	\$ 9.00	\$ 9.00	\$ 9.00
	First Dog – Sr. Citizen Owner		\$ 3.00	\$ 2.00
	Late Fee per month after May 31			\$ 1.00
	Nuisance Dog		\$ 25.00	\$ 25.00
	Menace Dog		\$ 50.00	\$ 50.00
	Vicious		\$100.00	\$100.00
	Unlicensed Dogs	\$ 25.00	\$ 25.00	\$ 25.00
	Group License -			
	five (5) dogs or more	\$ 20.00	\$ 20.00	\$ 20.00

Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee</u> <u>2002-03</u>	<u>2003-04</u>
Police - Parking	Lot Rentals:			
	Peripheral Space Rentals		\$ 35.00	\$ 35.00
	CBD Space Rentals		\$ 75.00	\$ 75.00
	Facility Space Rentals Level 2W		\$125.00	\$125.00
	Facility Space Rentals Level 3		\$100.00	\$100.00
	Facility Space Rentals Level 4		\$ 85.00	\$ 85.00
	ZBA Required Monthly			
	Lot Rentals	\$ 75.00	\$ 75.00	\$ 75.00
		\space	\space	\space
	Temporary Permits	\$ 7.50 /day	\$ 7.50 /day	\$ 7.50 /day
	Annual Parking Permit			
	Replacement of Misplaced Permits	\$ 10.00	\$ 10.00	\$ 10.00
	Lost/Unreturned Parking Permits	\$ 10.00	\$ 10.00	\$ 10.00
	Parking Structure – Short Term Rates			
			<u>Period</u>	<u>Rate*</u>
			1 st Half Hour	Free
			2 nd Half Hour	\$0.50
			2 nd Hour	\$0.75
			3 rd Hour	\$1.00
			4 th Hour	\$1.00
			5 th Hour	\$1.50
			6 th Hour	\$1.50
			7 th Hour	\$1.50
			8 th Hour and Over	\$2.00
	Meter Violations -			
	- Expired Meter	\$ 5.00	\$ 10.00	\$ 10.00
	- Fine After 14 Days	\$ 10.00	\$ 10.00	\$ 20.00
	- Fine After 28 Days		\$ 30.00	\$ 30.00
	- Overtime Violation			
	(2 hr. zone)	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days			\$ 50.00
	- Overtime Meter Feeding	\$ 5.00	\$ 10.00	\$ 10.00
	- Fine After 14 Days	\$ 10.00	\$ 20.00	\$ 20.00
	- Fine After 28 Days			\$ 30.00
	- 2nd Meter Ticket This Date	\$ 10.00	\$ 15.00	\$ 15.00
	- Fine After 14 Days	\$ 20.00	\$ 30.00	\$ 30.00
	- Fine After 28 Days		\$ 40.00	\$ 40.00
	- 3rd Meter Ticket This Date	\$ 30.00	\$ 30.00	\$ 30.00
	- Fine After 14 Days	\$ 30.00	\$ 60.00	\$ 60.00
	- Fine After 28 Days		\$ 70.00	\$ 70.00
	- Towing Charge	\$ 50.00	\$ 50.00	\$ 50.00
	- Fine After 14 Days	\$100.00	\$100.00	\$100.00
	- Fine After 28 Days		\$110.00	\$110.00
	Summons Surcharge – (Certified Mailer + Postage)	\$ 5.00		\$ 5.00

*This replaces "Subsequent Meter Violations This Date"

Rate and Fee Schedule

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>2001-02</u>	<u>Fee 2002-03</u>	<u>2003-04</u>
Police - Parking (cont'd)	Parking Violations -			
	- Handicapped Space	\$ 125.00	\$125.00	\$250.00
	- Fine After 14 Days	\$ 250.00	\$250.00	\$250.00
	- Fine After 28 Days		\$260.00	\$260.00
	- No Parking 12:01 A.M. -			
	7:00 A.M./2 A.M. -			
	6 A.M.	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days		\$ 50.00	\$ 50.00
	- Parking in Prohibited			
	Zone	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days		\$ 50.00	\$ 50.00
	- Parking in Prohibited			
	Zone (Enhanced Fine)		\$ 30.00	\$ 30.00
	- Fine After 14 Days		\$ 60.00	\$ 60.00
	- Fine After 28 Days		\$ 70.00	\$ 70.00
	- No Town Permit	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days			\$ 50.00
	- Left Wheels to Curb	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days		\$ 50.00	\$ 50.00
	- Loading/Bus Zone	\$ 55.00	\$ 75.00	\$ 75.00
	- Fine After 14 Days	\$ 80.00	\$150.00	\$150.00
	- Fine After 28 Days		\$160.00	\$160.00
	- Improper Parking	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days		\$ 50.00	\$ 50.00
	- Other	\$ 15.00	\$ 20.00	\$ 20.00
	- Fine After 14 Days	\$ 30.00	\$ 40.00	\$ 40.00
	- Fine After 28 Days		\$ 50.00	\$ 50.00
	- Boot Removal Fee			\$ 50.00
Public Grounds	Cemetery Lots -	\$300.00	\$300.00	\$300.00
	Interment -	\$350.00	\$350.00	\$350.00
	Cremation -	\$ 75.00	\$ 75.00	\$ 75.00
	Foundation -	\$100.00	\$100.00	\$150.00
Public Works	Project Inspection			\$ 55.00

Hanover Recreation Fee Structure

Call Recreation Department
(643-5315) for current fee
schedule

Non-resident fee: \$10.00 above Residents fee or double the fee

Athletic Programs:	See below There is an additional \$10.00 (increased from \$5.00) fee charged for registrations after the deadline
(Non-Athletic) Programs: Adult & Youth Instructional Programs:	Set based on instructors cost and administrative and materials cost. Revenue is allotted by 70%/30% The instructor can make 70% of revenue up to a maximum of \$75.00 per/hr after expenses (\$65.00 old fee)
Instructional Athletic Programs:	\$20.00 Residents \$30.00 Non-Residents
Playground: (7 wks) (When Playground Registration starts in Spring 2003)	\$100.00 Residents (\$15/wk) \$3/day x 5 days x 7 weeks \$200.00 Non-Residents ½ Day Fee: \$10.00 Residents \$20.00 Non-Residents
Circle H Camp for Youths entering Kindergarten	Residents only \$80.00 for three days a wk/7 wks.
Mini-Camp:	\$15.00 per day – Residents \$25.00 per day – Non-Residents

Richard W. Black Community and Senior Center Fee Schedule is attached at end of this document.

Athletic Field Rental:	Up to \$100.00 per field per day
Rental of Equipment:	Up to \$25.00 for use of Equipment based on groups
Basketball Tournament Fees:	\$25.00 per team
Recreation Middle School Dances	\$4.00 Admission

ATHLETIC PROGRAMS:

Baseball, Softball, Soccer, Basketball, Field Hockey, Volleyball, Track	\$30.00 Residents \$40.00 Non-Residents Grades 7/8 – Norwich pays Resident Fee
Girls Lacrosse	\$40.00 Residents \$50.00 Non-Residents
Boys Lacrosse	\$50.00 Residents \$60.00 Non-Residents
Football	\$50.00 Residents \$60.00 Non-Residents

Hanover Recreation Fee Structure

(cont'd)

Adult Softball

Entry fee: \$22.00 per game
 Player fee: \$ 8.00 Residents
 \$16.00 Non-Residents

Recycling Recycling Bins \$ 5.00

Rate and Fee Schedule

Sewer	Meter Size	Annual Capacity Charge	2002-2003	2003-2004*
			Sewer Rate Structure Usage Per 1000 CF	Sewer Rate Structure Usage Per 1000 CF
	5/8"	\$ 85.00	\$11.97	\$ 11.97
	3/4"	\$ 128.00	\$11.97	\$ 11.97
	1"	\$ 213.00	\$11.97	\$ 11.97
	1 1/4"	\$ 319.00	\$11.97	\$ 11.97
	1 1/2"	\$ 425.00	\$11.97	\$ 11.97
	2"	\$ 680.00	\$11.97	\$ 11.97
	3"	\$1,275.00	\$11.97	\$ 11.97
	4"	\$2,125.00	\$11.97	\$ 11.97
	6"	\$4,250.00	\$11.97	\$ 11.97
	Average Domestic Bill (275 gallons/day)		\$ 245.61	\$ 245.61
	Unmetered (includes 25% surcharge)		\$ 307.01	\$ 307.01

*Sewer rate structure currently under review; proposed FY2003-2004 rates to be discussed at separate public hearing held by the Board of Selectmen. See attached memorandum for current status of rates.

<u>Dept./Board</u>	<u>Type Of Fee</u>	<u>Fee</u> <u>2002-03</u>	<u>2003-04*</u>
Sewer	Connection Fee for Hanover Sewer System		
	Connection to Hanover sewer system (basic fee of \$200.00 includes one (1) inspection) and recapture fee of \$285.00 per equivalent user	\$485.00	\$485.00

*Sewer rate structure currently under review; proposed FY2003-2004 rates to be discussed at separate public hearing held by the Board of Selectmen. See attached memorandum for current status of rates.

Recapture Fee Table

Recapture fee covers the cost of the past five fiscal years capital costs and contributions to reserve, as well as, loan repayment for the Wastewater Treatment Facility improvements

The Recapture Fee is based upon the number of Equivalent Users contributing sewage from a service connection

One Equivalent User is defined as a three bedroom house contributing 150 gpd/bedroom or 450 gpd

Recapture Fee for 2001-2002 is -- \$285.00/EU

The Recapture Fee will be determined by dividing the peak day flow by 450 and multiplying by the EU Fee

The following are flows which shall be used to estimate the peak day flow from a sewer connection

GPD = gallons per day

Description	GPD	Units
Airport	5	person
Apartment		
Studio	225	
Per Bedroom	150	bedroom
Bar/Lounge	20	seat
Bed & Breakfast	60	Bedroom
Camps		
Campground w/ comfort station	25	site
Recreation Trailers	90	site
Construction Camp	50	site
Day Camp no meals	15	site
Resort Camp (night & Day) limited plumbing	50	person
Dining Facility Only	25	person
Luxury Camp	100	person
Juvenile Camp	50	person
Caterers	12	patron
Church		
Sanctuary	5	seat
Church Suppers	12	seat
Country Club		
Member	100	person
Non-member	25	person
Dentists		
Chair	200	each
Staff	35	employee
Doctors Office		
Patient	10	each
Staff	35	employee
Dwelling		
(two bedroom minimum)	150	per bedroom
Rooming House with meals	60	bedroom
Rooming House without meals	40	bedroom
Factories (excluding industrial waste)		
Light industry w/o cafeteria or showers	20	employee
Light industry with cafeteria no showers	25	employee

	Light industry with cafeteria and showers	35	employee
	Warehouse	35	employee
Fire station			
	Without floor drain or food preparation	5	employee
Floor Drain		not allowed - 100% surcharge	

Recapture Fee Table

Description	GPD	Units
Gyms		
	Participant	10 Each
	Spectator	3 each
Hairdressers		
		150 chair
		35 employee
Hospital		
	Bed	250 Bed
Hotel & Motel		
	single bed	100 bed
	double bed	200 bed
Institutions other than hospital		125 bed
Laundromats, coined operated		500 machine
Nursing Homes		125 bed
Office Building		
	W/O cafeteria	15 Employee
	With cafeteria	20 employee
	Unspecified Office Space	15 100 SF
Picnic Parks		
	Bathroom only	5 person
	Bath house, showers and toilets	10 person
Restaurant		
	Eat-in with bathroom and kitchen waste	40
	Eat-in paper service, plus toilet and kitchen waste	20
	Kitchen waste only	3
	Bars and lounges	20 seat
	Bars and lounges	35 employee
	Function Rooms	12
School		
	Boarding	100
	Day, without gym, cafeteria or showers	15
	Day, without gym, showers and cafeteria	20
	Day, with gyms, showers and cafeteria	35
Service Stations		10 vehicle

Shopping Centers:

Large Dry Goods	5	100 SF
With meat dept. with garbage grinder	7.5	100 SF
With meat dept. w/o garbage grinder	11	100 SF
small dry goods	100	Each

Recapture Fee Table

Description	GPD	Units
Swimming Pools	1000	800 SF
Tennis Courts	250	
Theatres	5	seat
Workers		
Construction (at semi-permanent camps)	50	Employee
Day at schools and offices without cafeteria	15	employee

Information Source for above data: State Regulations for Septic Design, Env-Ws 1008.02 (b)

Additional Inspection (per inspection)	\$ 25.00	\$ 25.00	\$ 25.00
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*Sewer rate structure currently under review; proposed FY2003-2004 rates to be discussed at separate public hearing held by the Board of Selectmen. See attached memorandum for current status of rates.

Disposal -

Solid Waste

Dump ticket and surcharge to refund recycling programs	\$ 1.50	per 42 lbs.	\$ 1.50	per 42 lbs.	\$ 1.50	per 36 lbs.
Tire Disposal - See Town Clerk						

Disposal -

Septage

Resident - per 1,000 gal.	\$110/1,000 gallons	\$110/1,000 gallons	\$110/1,000 gallons
Non-resident - per 1,000 gal.	\$130/1,000 gallons	\$130/1,000 gallons	\$130/1,000 gallons
Non-resident Banned Land Application per 1,000 gallons	\$200/1,000 gallons	\$200/1,000 gallons	\$200/1,000 gallons

*Sewer rate structure currently under review; proposed FY2003-2004 rates to be discussed at separate public hearing held by the Board of Selectmen. See attached memorandum for current status of rates.

* Subject to negotiation depending on the needs of the user.

Approved: 07/07/03

Revised Rates & Fees Effective: 07/01/03

Richard W. Black Community and Senior Center Fee Schedule

Room Name and Number →	Security Deposit	Key Deposit	Multi-Purpose Room (#106)	Dining Area (#107)	Kitchen (#108)	Senior Lounge (#112)	Senior Crafts Room (#118)	Conference Room (#204)	Activity Room with Tiled Floor (#206)	Activity Room with Carpeted Floor (#212)	Community Crafts Room (#214)	Meeting Rooms A/B (#215)
Donor Name Assigned to Room												
User Classification ↓												
Category #1 Hanover Recreation, Senior or Community Counselor Programs	NC	NC	NC	NC	NC	Scheduled by Senior Director	Scheduled by Senior Director	NC	NC	NC	NC	NC
Category #2 Non-Profit Hanover	NC	NC	NC	NC	NC			NC	NC	NC	NC	NC
Category #3 Non-profit organizations charging admission or participation fee or serving a regional audience	\$50	\$25	\$15/hr	\$10/hr	\$15/hr	Scheduled by Senior Director	Scheduled by Senior Director	\$10/hr	\$15/hr	\$15/hr	\$15/hr	\$10/hr
Category #4 Special events i.e., birthday parties or service organizations	\$50	\$25	\$20/hr	\$15/hr	\$20/hr	Scheduled by Senior Director	Scheduled by Senior Director	\$15/hr	\$20/hr	\$20/hr	\$20/hr	\$15/hr
Category #5 Private, for-profit organizations	\$200	\$25	\$25/hr	\$20/hr	\$25/hr	Not Available	Not Available	\$20/hr	\$25/hr	\$25/hr	\$25/hr	\$20/hr

1. The programs conducted by the Center staff or any Town of Hanover government activity will be exempt from building fees.
2. All other organizations, groups or individuals, whether “not-for-profit” or “for-profit” could be subject to fees as per schedule.
3. Special rooms such as craft, kitchen areas have an additional rate. Programs using crafts supplies will be charged to replenish supplies.
4. Those activities that wish to store equipment while running programs at the center will be charged a storage fee.
5. There also could be a set-up charge if rooms are used where large groups will gather and chairs and table need to be brought in.
6. PA system is available and a rental fee may be required for use.
7. There could be use of the Senior Multi-Purpose room and a fee will be charged.
8. Extra cost for laying and removing floor covering.

**2003 TOWN MEETING
TOWN OF HANOVER
Tuesday, May 13, 2003
Hanover High School Gymnasium**

The annual Town Meeting of the Town of Hanover, New Hampshire convened on May 13, 2003 at 7:00 am by the Town Moderator, Marilyn "Willy" Black, at the Hanover High School Gymnasium. Moderator Black explained that the polls would be open from 7:00 am until 7:00 pm for the purpose of voting for candidates for Town Offices and for all other articles requiring vote by official ballot as set forth in Articles One through Eleven of the Town Meeting Warrant.

Moderator Black advised that hearing assistive devices were available for those with hearing impairments. After the polls were closed at 7:00 pm, the following eleven articles voted on throughout the day were tabulated.

ARTICLE ONE: To vote (by nonpartisan ballot) for the following Town Officers:

Two Selectmen, each to serve for a term of three (3) years:

William Baschnagel	951	(elected)
Katherine Connolly	1,049	(elected)
Thomas Hall	585	(defeated)

One Treasurer to serve for a term of one (1) year:

Michael J. Ahern	1,233	(elected)
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One Etna Library Trustee to serve for a term of three (3) years:

Tom Jacobs	1,198	(elected)
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One Supervisor of the Checklist to serve for a term of one (1) year:

M. Lee Udy	1,219	(elected)
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One Trustee of Trust Funds to serve for a term of three (3) years:

Mark Severs	1,231	(elected)
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ARTICLE TWO: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 1. The following question is on the official ballot:

"Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?"

Amendment No. 1 would amend Table 204.7 to permit "Hotel" as an additional use allowed by Special Exception in the Rural Residential District, provided that it is located on Route 10 (Lyme Road) and can be served by both public sewer and water.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting approve this zoning amendment.

RESULTS: YES: 1,148 NO: 302 ARTICLE PASSED

ARTICLE THREE: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 2. The following question is on the official ballot:

"Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?"

Amendment No. 2 would amend Section 210.1 A by eliminating semi-circular driveways and changing the number and types of extra driveways per lot which may be allowed by Special Exception granted by the Zoning Board of Adjustment, and by specifying the criteria under which the Zoning Board of Adjustment may grant such Special Exceptions.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting approve this zoning amendment.

RESULTS: YES: 980 NO: 448 ARTICLE PASSED

ARTICLE FOUR: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 3. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 3 would amend Section 318.10 by specifying that this section refers to temporary storage, rather than stockpiling, of earth materials; by increasing the exemption from 10 to 15 cubic yards of such materials in the GR and SR zoning districts in any two-year period; by adding an exemption for projects which are subject to Site Plan and Subdivision regulations; and by enabling the Zoning Board of Adjustment to allow a longer period of time for completion of relevant site work.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting approve this zoning amendment.

RESULTS: YES: 1,214 NO: 207 ARTICLE PASSED

ARTICLE FIVE: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 4. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 4 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 4 would amend Section 323.3 by adding to the list of exemptions from noise limitations emergency generators and other emergency equipment when operating due to an emergency but requiring that testing or other planned operation of such equipment take place only during the daytime.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting approve this zoning amendment.

RESULTS: YES: 1,312 NO: 122 ARTICLE PASSED

ARTICLE SIX: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 5. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 5 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 5 would amend Section 401.2 by specifying that parking credits may be purchased from the Town of Hanover to satisfy the parking requirements of the Zoning Ordinance.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting approve this zoning amendment.

RESULTS: YES: 1,005 NO: 413 ARTICLE PASSED

ARTICLE SEVEN: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 6. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 6 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”

Amendment No. 6 would amend Section 1001.6 so that construction work on single- and two-family residential property may proceed, at the property owner’s risk, upon issuance of zoning and building permits but prior to the expiration of a fifteen-day zoning permit posting period, as long as such work does not change the use of the property or change the footprint or volume of the existing building.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting approve this zoning amendment.

RESULTS: YES: 1,267 NO: 163 ARTICLE PASSED

ARTICLE EIGHT: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by petition in Amendment No. 7. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No.7 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No. 7 would amend Table 204.4 “I” Institutional District by adding a restriction that within 300 feet of a residential district the maximum height may not exceed 45 feet.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting not approve this zoning amendment.

RESULTS: YES: 414 NO: 1,042 ARTICLE DEFEATED

ARTICLE NINE: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by petition in Amendment No. 8. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 8 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No. 8 would amend Table 204.4 “I” Institutional District by adding to the setback requirements a stipulation that for parking facilities serving twenty or more vehicles on lots adjoining residential districts the minimum side and rear setbacks adjoining the districts shall be 75 feet.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting not approve this zoning amendment.

RESULTS: YES: 403 NO: 1,070 ARTICLE DEFEATED

ARTICLE TEN: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by petition in Amendment No. 9. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 9 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No. 9 would amend Table 204.4 “I” Institutional District by adding to the setback requirements a stipulation that for buildings on lots adjoining residential districts the minimum front yard setback within 300 feet of the adjoining districts shall be 30 feet.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting not approve this zoning amendment.

RESULTS: YES: 385 NO: 1,082 ARTICLE DEFEATED

ARTICLE ELEVEN: (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed by petition in Amendment No. 10. The following question is on the official ballot:

“Are you in favor of the adoption of Amendment No. 10 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No. 10 would amend Table 204.4 “I” Institutional District so that one-family dwellings become permitted uses rather than uses allowed by Special Exception.

At a Public Hearing held on April 1, 2003, the Hanover Planning Board voted unanimously to recommend that Town Meeting not approve this zoning amendment.

RESULTS: YES: 374 NO: 1,052 ARTICLE DEFEATED

Moderator Marilyn “Willy” Black called to order the Business Session of the 2003 Town Meeting of the Town of Hanover, New Hampshire at 7:06 pm. Selectmen present included: Brian Walsh, Chairman; Katherine Connolly, Vice-Chairman; William Baschnagel; Judson Pierson; and Peter Christie. Town Manager, Julia Griffin was also in attendance. Community Access Television (Channel 6) broadcasted the Town Meeting live and recorded to rebroadcast.

Moderator Black said this was the 238th time the Town had assembled for Town Meeting. This was a credit to the Town and all those who participated. She introduced Town staff in attendance including: Pete Kulbacki, Director of Public Works; William Desch, Urban Forester; Roger Bradley, Fire Chief; Corey Stevens, IT Director; Mike Ryan, Director of Assessing; Barry Cox, Director of Human Resources; Betsy McClain, Director of Administrative Services; Dena Romero, Community Counselor; Judith Brotman, Zoning Administrator; Ryan Borkowski, Building Inspector; Vicki Smith, Senior Planner; Barbara Prince, Librarian at the Etna Library; Hank Tenney, Recreation Director; Nick Giaccone, Police Chief; John Dumas, Water & Wastewater Treatment Superintendent; and Marlene McGonigle, Director of the Howe Library. Moderator Black also introduced Julia Griffin, Town Manager; and Walter Mitchell, the Town’s attorney who was also in attendance.

Moderator Black reminded Town Meeting of their action the prior year to vote to dispense of the third reading of the Warrant Articles. She asked for a show of hands to dispense of the third reading of the Warrant Articles at the current meeting. By a show of hands Town Meeting voted to dispense of the third reading of the Warrant Articles.

ARTICLE TWELVE: To choose the following Town Officers to be elected by a majority vote: One member of the Advisory Board of Assessors for a term of three (3) years; Three Fence Viewers, each for a term of one (1) year; Two Surveyors of Wood and Timber, each for a term of one (1) year; One Pine Park Commissioner for a term of three (3) years; Such other Officers as the Town may judge necessary for managing its affairs.

Selectman Walsh moved to nominate the following persons to the following offices:

One member of the Advisory Board of Assessors for a term of three (3) years – John Hochreiter;

Three Fence Viewers, each for a term of one (1) year – Edward Lathem and Robert Morris (Mr. Walsh noted that an additional Fence Viewer was needed and encouraged nominations from the floor);

Two Surveyors of Wood and Timber, each for a term of one (1) year – Willem Lange and John Richardson;

One Pine Park Commissioner for a term of three (3) years – Richard Nordgren; and

Such other Officers as the Town may judge necessary for managing its affairs.

The motion was seconded.

There being no further nominations, a voice vote was taken on Selectman Walsh’s motion. The motion **PASSED** and the nominees were **ELECTED**.

ARTICLE THIRTEEN: To see if the Town will vote to raise and appropriate the sum of \$3,000,000 of a total expected cost of \$4,705,000 for the purpose of preliminary design, pilot work, preparing plans and specifications, construction services, and for the construction of wastewater improvements which includes

a series of equipment upgrades designed to expand the biological treatment capacity of the facility and replacement of aging equipment as identified in an engineering report prepared in December, 2002, and to authorize issuance of not more than \$3,000,000 of bonds or notes in accordance with the provisions of the New Hampshire Municipal Finance Act, RSA 33, and to take all action as may be necessary to carry out the purpose of this vote. Borrowing such sum through the issuance of traditional bonds and notes will only be undertaken if insufficient funds are available from the State Revolving Loan Fund, which is administered by the New Hampshire Department of Environmental Services. Funding for the debt service associated with the loan is paid for by wastewater rates paid by users of the wastewater system, and is not paid for by General Fund taxes. The balance of \$1,705,000 or such part thereof as necessary to complete said project is to be raised by applicable State, Federal or other Grant programs, from \$620,000 in contributions and fees received from Dartmouth College and Dartmouth Hitchcock Medical Center, and from undesignated fund balance and the Wastewater Treatment Plant Fund Capital Reserve as proposed in Article Fourteen. A two-thirds ballot vote is required.

Selectman Christie moved that the Town vote to raise and appropriate the sum of \$3,000,000 of a total expected cost of \$4,705,000 for the purpose of preliminary design, pilot work, preparing plans and specifications, construction services, and for the construction of wastewater improvements which includes a series of equipment upgrades designed to expand the biological treatment capacity of the facility and replacement of aging equipment as identified in an engineering report prepared in December, 2002, and to authorize issuance of not more than \$3,000,000 of bonds or notes in accordance with the provisions of the New Hampshire Municipal Finance Act, RSA 33, and to take all action as may be necessary to carry out the purpose of this vote. Borrowing such sum through the issuance of traditional bonds and notes will only be undertaken if insufficient funds are available from the State Revolving Loan Fund, which is administered by the New Hampshire Department of Environmental Services. Funding for the debt service associated with the loan is paid for by wastewater rates paid by users of the wastewater system, and is not paid for by General Fund taxes. The balance of \$1,705,000 or such part thereof as necessary to complete said project is to be raised by applicable State, Federal or other Grant programs, from \$620,000 in contributions and fees received from Dartmouth College and Dartmouth Hitchcock Medical Center, and from undesignated fund balance and the Wastewater Treatment Plant Fund Capital Reserve as proposed in Article Fourteen. A two-thirds ballot vote is required.

The motion was seconded.

Selectman Christie spoke of the many educational sessions and hearings that were held on this topic. He reintroduced Pete Kulbacki, Director of Hanover's Public Works Department, and Ed Rushbrook, the lead engineering consultant on this project from Dufresne-Henry and now with Underwood Engineers. Mr. Christie explained that the major objective of the proposed project was to protect and preserve the Connecticut River, an objective reflected in the Wastewater Treatment Plant's Mission Statement. Mr. Christie recalled a time when a dip in the Connecticut River was less than enjoyable. He said the river had come a long way but Hanover must continue to do its part to keep it clean and safe for fishing and swimming.

Selectman Christie advised of an agreement that the Town of Hanover and City of Lebanon entered into in 1969 whereby Hanover was to accept wastewater generated from Route 10 in Lebanon. In 1988, the Hanover Selectboard further adopted a resolution permitting the Town to accept wastewater from the Gile Tract watershed area. This resolution carries with it a five-year notice period for termination should Hanover no longer want to receive wastewater from that area.

Selectman Christie said that the recommended plant upgrades would enable the Town to resolve its discharge violations and provide enough capacity to meet the Town's current obligations to Hanover and to Lebanon. The upgrades would also provide adequate time to determine the best longer-term solution for the plant and modify the 1969 agreement with the City of Lebanon. A longer-term study of additional plant upgrades and of the conjunction with the City of Lebanon, Dartmouth College and the Dartmouth Hitchcock Medical Center (DHMC) will help in arriving at an optimal longer-term solution.

Selectman Christie explained that the Wastewater Treatment Plant had its own fund to which all capital, operating, and borrowing costs were charged. Those expenses were then paid for by users fees from those people connected to the sewer or from firms that transported septic waste to the plant. Mr. Christie said the average household would witness an approximate increase of \$35 per year in wastewater rates. This increase would still keep Hanover's annual wastewater fees below that of the State average.

Selectman Christie stated that the plant was well below its designed hydraulic capacity (the amount of liquid that can be processed each day) but was near to, or exceeding, its biological or disinfectant capacity. This resulted from seasonal fluctuations and water conservation measures that have placed demands on the plant that are different from that which the plant's design specifications were programmed to handle. He said to a certain extent, a major reinvestment in the plant might be upon the Town independent of the growth and shift in demand. Mr. Christie said designing and operating a wastewater plant was a form of art, not just science. The inter-independence of the various systems was significant. There were no easy answers when trying to understand these plants but there was honest disagreement about what the real problems were with Hanover's plant and how to correct them. He said the Town was working very hard with the State to reach an agreement on the proposed plan.

Selectman Christie noted that the last major plant upgrade was done in 1989 at a cost of \$7.8 million. Ninety-five percent of that upgrade was paid for with State and Federal funding, which suggests the plant use should be considered that of a regional facility.

Aside from plant upgrades and equipment replacements, Selectman Christie explained that the Town also needed to put in place a more sophisticated fee structure. The current rate structure was based roughly 50% on a base fee and 50% on volume flow. A new fee structure would be based on the quantity and quality of the wastewater each user generates. The Town would also work with its customers on a pre-treatment program to help reduce the burden on the plant.

Selectman Christie outlined the total project costs as follows:

\$ 929,000	upgrades to the Ultra-Violet Disinfection System
\$2,065,000	equipment replacements
<u>\$1,700,000</u>	additional plant upgrades
\$4,694,000	

He then explained how it would be paid for. Article Thirteen, if passed, would grant the Town permission to issue \$3 million in bonds. The hope is not to have to bond the entire \$3 million but rather to utilize funding available through the State Revolving Fund, which would carry a lower interest rate than the municipal bonds. Article Fourteen, if passed, would grant the Town permission to expend funds in the Wastewater Treatment Plant's Undesignated Fund Balance and Capital Reserve Fund. Dartmouth College and DHMC would also contribute significantly toward the upgrade. In fact, half of their contributions would offset the additional costs driven by the increased flow from DHMC. The other half of their contribution would be accepted as a general contribution to the program, to which the Town thanks them.

Selectman Christie said odor was another concern with the current plant. He added that the Selectboard were hoping and expecting that the upgrade to the aeration system would have a beneficial effect on this problem.

Selectman Christie said the longer term plan would include an additional study of the needs of the customers and the best way to meet those needs. The geography that the plant serves was based on gravity, not town lines. As such, one would expect that a regional solution would be cost effective to all involved. Mr. Christie pointed out that the solid waste landfill that Lebanon manages and makes available to Hanover, based on fair user fees, was an example of where a regional solution has worked well.

Summarizing briefly, Selectman Christie said the proposed \$4.7 million upgrade would allow the Town to correct the E. coli violations and meet their commitments to existing customers. A new fee structure would be implemented, as would a pre-treatment program. The project would be paid for by contributions from Dartmouth College and DHMC, the Wastewater Treatment Plant's Undesignated Fund

Balance and its Capital Reserve account, and State loans and/or bonding. The average user would experience a projected increase of \$35 per year. A longer-term solution would be studied. Mr. Christie said the Selectmen were not prejudging the final answer but were allotting themselves enough time to come to the right answer while still meeting the needs of their current customers.

Moderator Black opened the floor to public comment.

Duncan Mackintosh, of 3 Pleasant Street, expressed concern for the unprecedented request of \$5 million that was being made without a clear understanding of how it would be paid back. He suggested that the Town should be more proactive and consider refusing all septic generated from outside of Hanover immediately. Mr. Mackintosh said that the \$620,000 from Dartmouth College was \$4,085,000 short. He did not believe that the original inter-municipal contract between Hanover and Lebanon anticipated the growth Dartmouth College and Centerra have experienced. He said it was now the time to decide whether to subsidize the Lebanon sewer situation or charge Lebanon ratepayers a larger share so that their contributions will pay for this upgrade and Hanover ratepayers will not be impacted. He said more facts and figures were needed before Town Meeting should approve this \$5 million request.

Bob Gorrish asked if Hanover's plant used chlorine or ozone, and if UV was cheaper. Moderator Black said Hanover did not use chlorine or ozone. Town Manager Griffin explained that chlorine and de-chlorination was used excessively throughout the United States, as was UV. Chlorine and de-chlorination tended to be more expensive to install due to the amount of space they require. She said Hanover's plant was constrained due to its small physical footprint and lack of land area to build out to.

David Minsk, of 24 Rayton Road, asked if consideration was given to seeking a direct contribution from the City of Lebanon for the sewage Hanover receives from the Route 10 area. Selectman Christie explained that over the next six to twelve months the Town would review its contractual obligations with Lebanon and renegotiate in terms of a ten-year solution based upon the facts and values that would be determined during the next study phase. Town Manager Griffin added that Lebanon officials have been informed that one of the renegotiation issues will be their capital contribution toward future upgrades to Hanover's plant. Mr. Minsk asked if notice were given, that in five years Hanover would no longer accept wastewater from Lebanon, would the Hanover plant be over designed. Ms. Griffin said it was clear that there would be more capacity if waste generated in Lebanon was eliminated but that gain would have to be measured against the increasing wastewater rates Hanover taxpayers would experience due to a reduction in ratepayers.

Moderator Black asked to keep the discussion focused on the bond and what plant upgrade was needed for Hanover, as nothing could be done at this point to eliminate waste from Lebanon.

Bill Harper, of 3 Crowley Terrace, asked how pre-industrial treatment would affect the overall capacity and asked of the costs of such a program. Town Manager Griffin explained that pre-industrial treatment was considered an excellent way to manage the waste stream by eliminating or reducing the contaminants that enter the waste stream before they hit the plant. She said the goal of an industrial pre-treatment program would be to work with the larger waste generators, including Dartmouth College, DHMC, Dartmouth Printing, manufacturing firms and restaurants that grind food, to address the complexity of their wastewater. Ms. Griffin said the cost to the Town would equate to the staff time required to oversee the implementation. The cost to comply would be borne by the waste generator.

Sharon Nordgren, of 23 Rope Ferry Road, asked of the consequences if this bond did not pass. Town Manager Griffin said if these articles failed, the Town would face stiff penalties from the New Hampshire Department of Environmental Services for failure to replace the UV System. She added that it was staff's belief that the plant was compromised by more than just the UV System. Upgrades to the aeration system and the creation of a Selector's Zone would open up additional biological capacity and would buy time for the Town to further consider whether this facility should continue to be run as a regional wastewater facility or not.

There being no further discussion on Article Thirteen, Moderator Black opened the polls for paper ballot voting.

With Town Meeting approval, Moderator Black continued the meeting addressing Article Eighteen.

ARTICLE EIGHTEEN: To receive reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers and to vote on any motion relating to these reports and to receive any special resolutions that may be appropriate and to vote thereon.

Selectman Walsh moved that the reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers as printed in the 2002 Town Report be accepted, as well as any Special Resolutions.

The motion was seconded.

Moderator Black introduced Selectman Christie to read the following resolution:

Resolution for Phyllis Lemay

As the chief bookkeeper for the Town of Hanover, Phyllis Lemay was known widely for her attention to detail and her commitment to the Town and her co-workers. She was also known on the road as a die-hard basketball fan: her BOXOUT license plate proclaiming her appreciation for the fundamentals of the game (not to mention affording her an advantage when changing lanes).

Phyllis began her career at the Town in November of 1988 where her love of the game quickly translated into putting a full-court press on the duties of her position. Always punctual, always ready to be called off the bench to cover for a co-worker, Phyllis' many contributions to the Town will be missed.

Phyllis' compassion for others when in need, her love of her family, and her love of children were a welcomed presence in the office. Although Phyllis never had a particular fondness for the dark offices in the basement of Town Hall, she was able to make her office a little bit brighter by always believing that the best was around the corner.

To quote Ralph Waldo Emerson: "The reward of a thing well done, is to have done it." We thank Phyllis for a job well done and wish her the best in those things she has yet to do.

Moderator Black introduced Selectman Pierson to read the following resolution:

Resolution for Alan Fullington

In 1972, the Highway Budget was \$472,290, the Town spent \$46,000 for 4 dump trucks, Apollo 16 & 17 landed on the moon, ZOOM premiered on TV, Richard Nixon was re-elected President, Watergate occurred, the Dolphins won the super bowl, the Oakland A's won the world series, the Lakers won their first NBA title and Alan "Fully" Fullington was hired as an Equipment Operator.

To everyone, Alan was known as "Fully". To his co-workers, he was called either "Fully" or for some unknown reason "Bump". He was employed by the Town of Hanover for 31 years.

"Fully" ran the Drott (excavator) so well that many times while working it like a Swiss watch, he would have to remind the crew to be careful that he did not hit them. He was like a pianist and every move he made with his hands and feet controlled the motion of the machine.

You always knew when there was a fire or ambulance call because "Fully" was never without his pager. He was always ready to run in the case of a fire. In fact, when the recent fire broke out at the Hanover Police Department, "Fully" was the first man on the roof and ready to fight whatever came through, be it smoke or flames.

Toward the end of his days at Highway, "Fully" decided it was time to give up the excavator and take on the task of running the Town's newly purchased 10-wheeler/sander, which he ran until his retirement. School bus routes in the winter were his top priority... well, other than hunting season!!

"Fully" will be greatly missed around the Public Works Department with all the construction knowledge and background he brought to the Town. Fortunately, "Fully" doesn't like to sit for long so, don't be surprised to see him in that orange vest and driving that big yellow truck helping out the Town when we are in a pinch. And, if you see "Fully" in a black suit, driving a long, black car, watch out... he may be coming for you in his capacity as part-time assistant for the Rand-Wilson Funeral Home!

We will miss you Alan “Fully” Fullington and we thank you for the many years of great service you have given to the Town of Hanover.

Moderator Black introduced Selectman Baschnagel to read the following resolution:

Resolution for Richard Hatch

Richard Hatch began his career with the Hanover Fire Department as a Junior Volunteer while he was attending Hanover High School. On February 14, 1974, he joined the ranks of the Hanover Fire Department as a full-time member, serving until his retirement on December 31, 2002.

In his formative years, Rick was known to cruise the Upper Valley in his “Olds 88” listening to the scanner and responding to any town that had a fire. Rick would show up to lend a hand if needed or to observe the scene in order to learn his craft.

Rick’s passion for the fire service is evident by his membership and involvement in several organizations. At one point in his career, Rick was simultaneously a full-time Firefighter in Hanover; a volunteer Firefighter in Hartford; a Volunteer Assistant Chief in Norwich; and an instructor for the Vermont Fire Academy!

Rick has never strayed far from the Upper Valley. He married his wife Debbie, a native of Norwich, Vermont, and moved to Wilder, where they raised their two sons, Christopher and Jeremy.

Rick, as you transition out of the fire service and into retirement, we wish you well, not to mention many nights of uninterrupted sleep. Thank you, Rick, for serving the Town of Hanover so well for so many years.

Moderator Black introduced Selectman Walsh to read the following resolution:

Resolution for Christopher O’Connor

It was March, 1985 that Chris came back across the river, leaving his duties as a patrol officer in Windsor, Vermont where he spent the first 6 ½ years honing his career in law enforcement. He was coming back home to the Town he grew up in, the Town that educated him, and the Town that gave his military family a place to call home.

Chris was the son of a Proctor man, no, not a preacher, a proctor. His father was for years the head of security at Dartmouth College. Chris’ nickname in school was “Brillo” for that full head of tightly wound, curly dark hair he wore. He lived the life of a “Townie” in a college town, so coming home to do police work gave him the edge. He knew every nook and cranny where kids would go to do things that kids normally do when they grow. Chris was a special gift.

Three short years after starting in Hanover, he rose to the rank of Patrol Sergeant. Five years later he moved into administration, still holding the rank of Sergeant. What was driving his career now was his decision back in 1986 to get into prosecution. As the department’s prosecutor at the local District Court level, Chris was able to review and evaluate every officer’s work product and thus became a guide and a mentor to many in the Department, passing on his experience in the courtroom and advising them as to how to apply that knowledge in the day-to-day life in the field. Even though not trained as a lawyer, his time in the courtroom made him a formidable opponent to those who had passed the bar.

All of this paid off with Chris’ promotion to Captain in 1995. As second-in-command, he headed up the patrol division as well as continuing with his prosecution duties in court. He brought a levelheaded balanced approach to the position, cool and calm under pressure, and never losing his temper. Coming from a Navy family, he was the ballast of the department.

Mr. Walsh shared a personal story of his wedding day traffic problems that were solved by Chris O’Connor. He said even though Chris was a great prosecutor he had a wonderful personal touch as well.

Chris left the department at the end of 2002 to explore what life may have to offer outside of law enforcement. However, we all know where his heart lies and expect that he will not stray far. Chris, we thank you for your dedication, your talent, your expertise and your wonderful sense of humor. We wish you all the best in your next adventure, and may that little white ball always fly far, well clear of trees,

sand traps and water.

Moderator Black introduced Selectman Connolly to read the following resolution:

Resolution for William Mathieu

In 1988 the Town of Hanover acquired two assets - a secondary Wastewater Treatment Facility and the services of William Mathieu. William, or as he likes to be called, Bill, was the superior of the two. Over the next 15 years, Bill spent thousands of hours maintaining plant equipment, including the infamous and sometimes quirky UV disinfection system (which may account for his great tan). Bill worked trouble shooting many problems while quietly and effectively maintaining plant equipment.

Bill was responsible for the maintenance program up until 1998 when he rose to the head of the Treatment Division. The treatment division hired a number of professional operators under Bill's tenure, allowing for the incorporation of new programs and a comprehensive review of the operation. During the same period, Bill was instrumental in incorporating the Hanover Water Works Company treatment system into the Treatment Division. This enabled the efficiency of directing technical personnel through one location and now serves to provide qualified back up for key personnel.

In 2001, Bill and staff recommended a comprehensive review of the Wastewater Treatment Facility's operation, maintenance and condition. Over the next two years, Bill quietly guided a study which has enabled the community to develop a detailed improvement plan to up-grade and expand the capacity of the facility.

Bill will be most missed for his quiet, unassuming management style and his thoughtful and effective approach to resolving difficult problems, while all the time maintaining his wonderful sense of humor. Bill, the Town of Hanover salutes you and wishes you all the best.

Moderator Black introduced Sue Young to present the Volunteer Service Award.

Ms. Young first announced that the Richard W. Black Community and Senior Center was nearing completion. It will be open for business in June. A grand opening ceremony and dedication will be held late summer or early fall. She thanked Town Meeting for their generous support of this project.

Volunteer Service Award for Jack Stinson

The gentleman we're honoring tonight has no idea that this award is coming his way. But that's typical of this man who has worked tirelessly over the years for the community without fanfare or any expectations of personal reward. In fact, he is so humble that his wife had to rent a limousine and fabricate a story about going out dancing so she could get him here tonight. Would you please all join me in welcoming to the front our Hanover Parks and Recreation Board of Directors Volunteer of the Year, Jack Stinson.

Jack Stinson grew up in Saugus, Massachusetts and moved to Hanover with his parents right before his senior year at Hanover High School. He graduated from Hanover High in 1977 and from Davidson Elkins College in 1981 with a degree in business. Many of you probably know Jack through his store on Allen Street where he often can be found behind the counter making sandwiches or tending the register. The Dartmouth students also know Jack well since he's the famous keg delivery man.

Like many children in this area, Jack learned to ski at an early age. When he was a young adult, a new form of skiing came onto the scene called freestyle ballet and Jack immediately took to it, becoming very proficient. He enjoyed this technically-challenging sport so much that he joined the Ford Sayre Council Board of Directors in 1983 and established the first freestyle ballet skiing program in the Upper Valley. Jack was not only the organizer but one of the primary teachers. The program immediately became very popular and successful. When the next innovative winter sport, snowboarding, hit the slopes in the mid-80's, Jack quickly became a devotee and was instrumental in establishing the first Ford Sayre snowboard program, again serving as both organizer and instructor. Through these two programs which operated at both the Dartmouth Skiway and Whaleback, Jack opened the door of winter recreation to hundreds of children in the Upper Valley, not just Hanover youth. After 15 years on the Ford Sayre Council Board of Directors, Jack decided to focus his energies in other areas and stepped off the Board in 1999.

Actually, Jack was already involved in another community organization when he left Ford Sayre. Four years earlier, in 1995, Jack joined the Hanover Parks and Recreation Board of Directors and served admirably until just last year when he retired to devote more time to his business. During his tenure on the Board, Jack provided a quiet yet unique perspective on recreation which was much appreciated. He championed the cause of another sport that was just coming into its own, skateboarding, and willingly took on the challenge of developing a skateboard park in Hanover. Jack spent numerous hours talking to the skateboarders, their parents, business people and neighbors trying to resolve the many issues that surround a park of this kind. It wasn't easy but eventually a small park was created behind the Richmond School primarily due to Jack's efforts.

Jack's other contribution to the community is just as unique as the sports he has chosen to pursue. Whenever there has been a Recreation department or Community event that requires a concession stand, Jack has willingly step forward. He has donated the resources of his store and his staff for countless number of middle school dances, basketball tournaments, hockey parties, Memorial Day celebrations and Occom Pond Parties. He himself spends many hours preparing and manning the stand. And he has done all of this for zero profit. Considering that the concession stand organizer is usually the first one at the event site and the last one to leave, this is a large, unheralded contribution.

In addition to all the above, Jack has also found time on occasion to be the parent coordinator for his son Ryerson's youth hockey team and has worked with Glynn Reinders for four years on a golf tournament for the High School students.

As I said at the beginning of this citation, Jack does not think about being in the limelight. In fact, he's actually pretty shy. Well, tonight it's my honor to shine the light on his many wonderful contributions and present him with the Hanover Parks and Recreation Board of Directors Volunteer of the Year Award. Congratulations, Jack.

Mr. Stinson humbly accepted his award stating, "Everyone helps out."

Moderator Black introduced Selectman Walsh to present tributes to Fred Crory and Lou Bressett.

Selectman Walsh said over the past year Hanover lost two of its exemplary citizens, Fred Crory and Lou Bressett. Mr. Crory acted as an Assistant Moderator for years and as a Fence Viewer from 1988 to January 2003. He was a continuing and vocal positive participant at Town Meetings, raising questions and making sure that the Selectboard had thought things through well. He expressed his thoughts well and moved democracy forward with many letters to the editor. We miss Fred.

Lou Bressett also passed away this year. Lou was the Mayor, "Mr. Hanover", the person who taught us all how to be citizens. The list of things Lou did for Hanover included leading the merger of the precinct and Etna, being Chairman of the Hanover Improvement Society for many years, being the person who always made you feel good when you saw him, etc. Lou will also be missed.

Selectman Walsh said Hanover had been blessed over the years and remains blessed with its citizens. These were two exemplary citizens who will be missed sorely.

Moderator Black introduced Selectmen Connolly to speak about Hanover's Master Plan.

Selectman Connolly spoke of the Planning Board's efforts to produce a revised Master Plan. She advised of two Master Plan Workshops the Planning Board would host in seeking public input on the document. The first was scheduled for Tuesday, June 17, 2003 in the Music Room of the Bernice A. Ray School at 7:30 pm. The second was scheduled for Tuesday, June 24, 2003 in Trumbull Hall in Etna also at 7:30 pm. Ms. Connolly encouraged all those interested in the Master Plan to attend and share their thoughts.

With Town Meeting approval, Moderator Black continued the meeting addressing Article Fourteen.

ARTICLE FOURTEEN: To see if the Town will vote to raise and appropriate the sum of \$1,092,392 of a total expected cost of \$4,705,000 for the purpose of preliminary design, pilot work, preparing plans and specifications, construction services, and for the construction of wastewater improvements which includes a series of equipment upgrades designed to expand the biological treatment capacity of the facility and

replacement of aging equipment, and to authorize funding of this amount by withdrawal of \$206,000 from the Wastewater Treatment Plant Fund undesignated fund balance (surplus) as of June 30, 2003, and \$886,392 from the Wastewater Treatment Plant Fund Capital Reserve. Funding available from the undesignated fund balance derives from the cumulative unexpended balance available from each annual operating budget for the Wastewater Treatment Plant Fund. The proposed withdrawal would still result in a remaining undesignated fund balance equal to 10% of the proposed operating budget for the Fund.

Selectman Christie moved that the Town vote to raise and appropriate the sum of \$1,092,392 of a total expected cost of \$4,705,000 for the purpose of preliminary design, pilot work, preparing plans and specifications, construction services, and for the construction of wastewater improvements which includes a series of equipment upgrades designed to expand the biological treatment capacity of the facility and replacement of aging equipment, and to authorize funding of this amount by withdrawal of \$206,000 from the Wastewater Treatment Plant Fund undesignated fund balance (surplus) as of June 30, 2003, and \$886,392 from the Wastewater Treatment Plant Fund Capital Reserve. Funding available from the undesignated fund balance derives from the cumulative unexpended balance available from each annual operating budget for the Wastewater Treatment Plant Fund. The proposed withdrawal would still result in a remaining undesignated fund balance equal to 10% of the proposed operating budget for the Fund.

The motion was seconded.

Selectman Christie explained that this funding would come from the Wastewater Treatment Plant's Undesignated Fund Balance and Capital Reserve. He said should Article Thirteen fail, these funds would still be available to the Town and would most likely be used to upgrade the UV System in hopes to eliminate the E. coli violations.

Tim Pillsbury, of 9 Woodmore Road, asked what the "proposed operating budget of the Fund" was. Town Manager Griffin replied that the total proposed budget for the Wastewater Treatment Plant Fund was \$5,657,341. Of that, \$4.7 million reflected the issues presently before Town Meeting. The net operating budget for the Wastewater Treatment Plant Fund was a little over \$1.1 million.

There being no further discussion, a vote was taken by show of hands on Selectman Christie's motion. The motion **PASSED** and Article Fourteen was **ADOPTED**.

Moderator Black asked for Town Meeting's permission to present Articles Fifteen, Sixteen and Seventeen and then call the vote for all three Articles. Town Meeting consented.

ARTICLE FIFTEEN: To see if the Town will vote to modify the elderly exemption from property tax in the Town of Hanover, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$65,000; for a person 75 years of age up to 80 years, \$95,000; for a person 80 years of age or older, \$130,000. To qualify, the person must have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$27,190 or, if married, a combined net income of less than \$37,850; and own net assets not in excess of \$65,000 excluding the value of the person's residence. This article represents a recommended modification of the current exemption for the elderly and would be effective April 1, 2003 for the 2003 tax year. A ballot vote is required.

Selectman Connolly said shall we modify the elderly exemption from property tax in the Town of Hanover, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$65,000; for a person 75 years of age up to 80 years, \$95,000; for a person 80 years of age or older, \$130,000. To qualify, the person must have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$27,190 or, if married, a combined net income of less than \$37,850; and own net assets not in excess of \$65,000 excluding the value of the person's residence. This article represents a recommended modification of the current exemption for the elderly and would be effective April 1, 2003 for the 2003 tax year. A ballot vote is required.

The motion was seconded.

There being no discussion, Moderator Black continued to Article Sixteen.

ARTICLE SIXTEEN: Shall we modify the exemption for the disabled? The exemption, based on assessed value, for qualified taxpayers shall be \$130,000. To qualify, the person must have been a New Hampshire resident for at least 5 years and own and occupy the real estate individually or jointly, or if the real estate is owned by a spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$19,600 or, if married, a combined net income of not more than \$24,500; and own net assets not in excess of \$65,000 excluding the value of the person's residence. This article represents a recommended modification of the current exemption for the disabled and would be effective April 1, 2003 for the 2003 tax year. A ballot vote is required.

Selectman Connolly said shall we adopt an exemption for the disabled. The exemption, based on assessed value, for qualified taxpayers shall be \$130,000. To qualify, the person must have been a New Hampshire resident for at least 5 years and own and occupy the real estate individually or jointly, or if the real estate is owned by a spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$19,600 or, if married, a combined net income of not more than \$24,500; and own net assets not in excess of \$65,000 excluding the value of the person's residence. This article represents a recommended modification of the current exemption for the disabled and would be effective April 1, 2003 for the 2003 tax year. A ballot vote is required.

The motion was seconded.

There being no discussion, Moderator Black continued to Article Seventeen.

ARTICLE SEVENTEEN: Shall we adopt the provisions of RSA 72:37 for the exemption for the blind from the assessed value of residential real estate for property tax purposes? This statute provides that every inhabitant who is legally blind shall be exempt each year, for property tax purposes, from the assessed value on a residence to the value of \$25,000. This article represents a recommended modification of the current exemption for the blind and would be effective April 1, 2003 for the 2003 tax year. A ballot vote is required.

Selectman Connolly moved that the Town adopt the provisions of RSA 72:37 for the exemption for the blind from the assessed value of residential real estate for property tax purposes. This statute provides that every inhabitant who is legally blind shall be exempt each year, for property tax purposes, from the assessed value on a residence to the value of \$25,000. This article represents a recommended modification of the current exemption for the blind and would be effective April 1, 2003 for the 2003 tax year. A ballot vote is required.

The motion was seconded.

There being no discussion, Moderator Black opened the polls for voting on Articles Fifteen, Sixteen and Seventeen.

ARTICLE NINETEEN: To see if the Town will vote to authorize the Board of Selectmen to convey a portion of the town property known as the Gile Tract, located off Route 120 (Map 21, Lot 2), which portion shall not exceed 25 acres, located in the northeasterly and easterly portions of said parcel, that is, all or part of a tract shown as "25 acre proposed PRD tract" on a map entitled "Gile Tract, Maximum Extent of Proposed Planned Residential Development" prepared by the Office of Robert A. White, dated March 14, 2003, which is available for inspection at the Hanover Town Offices. The property is to be conveyed to either a public or private non-profit entity for the purpose of facilitating the construction and operation of housing affordable primarily to persons or households of low and moderate incomes, on such terms and conditions as determined by the Selectmen as appropriate to accomplish that goal.

Selectman Walsh moved that the Town vote to authorize the Board of Selectmen to convey a portion of the town property known as the Gile Tract, located off Route 120 (Map 21, Lot 2), which portion shall not exceed 25 acres, located in the northeasterly and easterly portions of said parcel,

that is, all or part of a tract shown as “25 acre proposed PRD tract” on a map entitled “Gile Tract, Maximum Extent of Proposed Planned Residential Development” prepared by the Office of Robert A. White, dated March 14, 2003, which is available for inspection at the Hanover Town Offices. The property is to be conveyed to either a public or private non-profit entity for the purpose of facilitating the construction and operation of housing affordable primarily to persons or households of low and moderate incomes, on such terms and conditions as determined by the Selectmen as appropriate to accomplish that goal.

The motion was seconded.

Selectman Walsh asked to recognize the work of the Affordable Housing Commission, who put this proposal together in just under two years. He said in working with appropriate outside consultants and with people from the community the Commission developed a plan that was physically responsible, attractive, and financially sound. He also credited the Commission for choosing the Twin Pines Housing Trust to provide the implementation organization.

Ginny Rolett, of 4 Balch Hill Lane, spoke of a past proposal to build recreational fields on the Gile Tract that was turned down due to the Tract’s history of having been a landfill. She asked where the affordable housing project would be located in relation to the proposed recreational fields. Selectman Walsh said the Tract was roughly 65 acres in size. This project would be located to the north and east of the former stump dump.

Tim Pillsbury, of 9 Woodmore Road, expressed concern for an existing tree line located on the south side of the proposed development. He mentioned the open space requirement that 65% of the 25-acre proposed development would have to be designated as open space. He asked if “open space” meant no trees or no buildings. Selectman Walsh said he did not know the details of the plan but was sure that the intent was not to have the development fully visible from Route 120.

Meg Carleton, of 9 Hayfield Road, asked if the market rate houses would include in their costs the donation of land, how the Town could be assured that this would be a sustainable project, what the impacts would be to Town services, and what safeguards would there be to keep this from becoming a taxpayers supported project. Selectman Walsh explained that the market rate would be determined by a willing buyer and seller at the time the houses were sold. He would expect that the market rate houses would reflect the value of the land. He said the Town would have covenants to make sure the affordable housing created would remain permanently affordable. The Planning Board would heavily weigh the impacts to Town services, as this project would require their review and approval prior to construction. Personally speaking, Mr. Walsh said the fact that the State of New Hampshire funds education and puts the Town in a place where we are talking about affordable housing and what affect it will have on our own pocket books because real estate taxes support our schools stinks. Moderator Black added that the only tax impact, from what she has seen thus far and aside from the loss of 65 acres, would be that each of these 65 units would pay property taxes to the Town of Hanover.

Bob Strauss, Chair of the Affordable Housing Commission, reported that the Commission estimated that this project would increase the student population by 25, of which one would require special needs. He further explained that all of the land surrounding each of the buildings would be common land. The market rate houses would not have large lots designated to them individually that would be included in the market rate value. This allows for lower priced homes. Mr. Strauss said the median price for houses in Hanover was currently \$366,000. These market rate homes would be sold at a maximum price of \$280,000.

Margaret Fanning, of 252 Dogford Road, spoke in support of the affordable housing project but asked how college students would be deterred from renting or purchasing these units. Mr. Strauss explained that government regulations associated with the government funding would prohibit the sale or rent of these units to students. It was noted that the definition of “students” was a gray area that would have to be worked out.

Fred Fellows, of 47 Thompson Road, believed that Dr. Gile had given this land to the people in the community for use at their discretion. He questioned if Hanover legally owned this parcel of a larger Gile Tract and further if the Town could legally sell it. Town Manager Griffin said the deed covenants associated with the gift of this land to the Town were reviewed carefully. There were no restrictions that would prohibit what was being recommended. Ms. Griffin added that the Affordable Housing Commission was proposing a Planned Residential Development, which would require a lot of open space for public use.

Moderator Black announced the closing of the polls for Article Thirteen.

Rebecca Heller, a Dartmouth Student, spoke in support of this article. She advised Town Meeting of one individual's struggle to provide housing for herself and her family. Ms. Heller said last year alone 800 people were turned away from emergency housing. She encouraged Town Meeting to think about the individuals this would serve, not just the numbers.

Steve Crory, 40 Rip Road, spoke in support of this article but expressed concern for the proposed access to this development. He suggested access should be provided from the hospital road or should intersect Route 120 near Trumbull Nelson's location. Mr. Crory further stated that the taxpayers should not have to pay for signalization at the Buck Road/Route 120 intersection.

Kari Asmus, of 2 Sausville Road, read from a written statement about preserving Hanover's diversity, as it contributes to the cultural wealth of the community. She asked Town Meeting to consider the burden this affordable housing development would place on low and moderate-income families in Hanover. She felt that the numbers provided in the informational brochure on median property tax increases and school impacts were incorrect as they were based on unrealistic assumptions. She expressed concern that this development was being designed for local people yet it included no provisions to give Hanover residents preference for these units. She suggested the Article should be brought back the following year with a better understanding of the numbers so that they may be weighed against other expenses the Town will be facing including a bond for the schools, the wastewater plant improvements, wastewater rate increases, etc.

Kim Perez, of 61 Trescott Road and member of the Affordable Housing Commission, explained that the goal for Town Meeting was to approve a general project, not to approve the specific details that have been developed thus far. She noted that the Commission met on the third Thursday of every month and encouraged those interested to attend and participate in their meetings as this project moves forward. She spoke of the regional demand for these units and suggested Hanover, as a community, might be better equipped to bear the burden of providing affordable units than some of the neighboring communities. Ms. Perez suggested that delaying one year would not produce much additional information. She noted that many non-profit organizations were not willing to provide funding upfront until a project was approved at a decent level.

Murray Washburn, of 231 Dogford Road, asked of the protocol for ensuring continued affordability. Bob Strauss said the low and moderate-income housing would be covered by resale covenants. The units would be price controlled whereby the owner would only be able to receive a cost of living increase and credit for any improvements the owner made during his/her ownership. Selectman Walsh agreed a heart of the issue would be to ensure that the financial design of the project creates affordable housing in perpetuity. He read from the last sentence of the Article, *"such terms and conditions as determined by the Selectmen as appropriate to accomplish that goal"* and stated that the Selectmen wanted to ensure that this meets affordability.

Robin Carpenter, of 28 Thompson Road, spoke in opposition to the Article. He argued that Town Meeting was not provided sufficient information from which they could base their votes on; the value of the land was passed off as costless, the effects on the schools and road congestion was questionable. He argued that the percentage of Hanover teachers and policemen living in Hanover were equal to that of surrounding communities. He said the likelihood of single parent households inhabiting these units might increase the school impacts. He suggested that the relationship of special education students among affordable housing tenants should be explored and further stated that this development would have some

effect on the academic achievement in the Hanover school system; a concept that was not shared by many at Town Meeting. In closing, Mr. Carpenter noted that Hanover was facing very substantial investment to which this project should not be added to the mix.

Bill Harper, of 3 Crowley Terrace, asked to move the question. Moderator Black asked for a show of hands on Mr. Harper's motion to move the question. The motion PASSED and discussion on this Article was CLOSED.

Moderator Black announced the results of Article Thirteen. A total of 358 votes were cast. A two-thirds vote of 239 was needed for the Article to pass. There were 337 yes votes and 21 no votes. Article Thirteen PASSED.

There being no further discussion, a vote was taken by show of hands on Selectman Walsh's motion. The motion PASSED and Article Nineteen was ADOPTED.

Moderator Black announced the closing of the polls for Articles Fifteen, Sixteen and Seventeen.

ARTICLE TWENTY: To see if the Town will vote to authorize the Board of Selectmen to accept a .30 acre parcel of land located at 15 East South Street (Map 34, Lot 61), currently owned by the Howe Library Corporation. The parcel would then be merged with the adjoining Town-owned parcel located at 13 East South Street (Map 34, Lot 62), upon which the current Howe Library resides. Once the parcels are combined, the property would be available for future expansion of the Howe Library.

Selectman Walsh explained that Town Meeting was responsible for making the decisions to buy, sell or receive land.

Selectman Walsh moved that the Town vote to authorize the Board of Selectmen to accept a .30 acre parcel of land located at 15 East South Street (Map 34, Lot 61), currently owned by the Howe Library Corporation. The parcel would then be merged with the adjoining Town-owned parcel located at 13 East South Street (Map 34, Lot 62), upon which the current Howe Library resides. Once the parcels are combined, the property would be available for future expansion of the Howe Library.

The motion was seconded.

There being no further discussion, a voice vote was taken on Selectman Walsh's motion. The motion PASSED and Article Twenty was ADOPTED.

ARTICLE TWENTY-ONE: To see if the Town will vote to authorize the Board of Selectmen to adopt a Rental Housing Ordinance, which would establish rental housing standards and provide for the registration and inspection of rental properties in Hanover.

Selectman Connolly moved that the Town vote to authorize the Board of Selectmen to adopt a Rental Housing Ordinance, which would establish rental housing standards and provide for the registration and inspection of rental properties in Hanover.

The motion was seconded.

Selectman Connolly explained that there were approximately 2,032 housing units in Hanover, which ranged from studio apartments to 80-room houses. Of these units, 963 were rental units. Of the rental units, approximately 600 were located within multifamily buildings owned by absentee landlords.

Selectman Connolly explained that public officials familiar with conditions of a large number of rental housing units in Hanover including the Health Officer, Building Inspector, Zoning Administrator, Fire Chief and Police Chief have all expressed the need for basic health and safety regulations for this housing. Unsanitary and even life threatening conditions at a number of Hanover rental units have been found by these officials. Stories of similar conditions have been published over the last few years in local newspapers. Ms. Connolly noted that short term rentals, of less than 90 days in any six month period, and rooms rented to roomers, home healthcare providers and caretakers would be exempt from the proposed ordinance.

Ms. Connolly said this ordinance would enable the Town to register and inspect rental housing units to avoid conditions which are listed in RSA 48-A:14 as things not to have happen on the premises of rental housing such as: insect infestation, defective internal plumbing, exposed wires, consistent roof or wall leaks, etc. The program would pay for itself via the registration and inspection fees assessed, which would equate to .2 to .4 of 1% of the landlords rental receipts.

Bob Keene, of 1 Woods End Road, asked if building exteriors would be included in the inspection process. Selectman Connolly said yes, the general condition of the exterior including refuse would be part of the inspection.

Chris Brown, of 5 Mink Drive, asked what would be the basis behind an inspection and how inspections would be scheduled. Selectman Connolly said the proposed ordinance suggests conducting an annual inspection of every rental unit. Presumably those inspections would be made by appointment with the landlord.

Elizabeth Crory, of 40 Rip Road, asked what this ordinance would do that the State Statute does not already provide for. Town Manager Griffin this would enact for the Town of Hanover an ordinance, subject to a public hearing, a comprehensive rental housing code that would specifically detail the required maintenance of rental housing. She said it had been Town staff's experience that the State Statute was relatively limited in terms of what aid can be provided to students. The goal would be to enhance what is currently available by Statute through the adoption of this code.

Ms. Crory expressed concern for the financial impact this will have on rental costs. She asked if existing rental units would be grandfathered. Town Manager Griffin agreed that the costs associated with this ordinance could be passed on to tenants. Those would include the annual inspection fee, which will range from \$50 to \$100 per year, and the costs to those landlords who have not been properly maintaining their units to bring them up to code. Ms. Griffin further explained that no one would be grandfathered; everyone who owned and leased rental units would be subject to the ordinance. She reiterated that the only issue before Town Meeting was to authorize the Selectmen to consider the adoption of such ordinance; public hearings would be held to specifically address the body of the ordinance that would be proposed.

Harte Crow, of 24 Partridge Road, asked how maintenance work would be addressed, if tenants would have to relocate, and if fines would be assessed. Ryan Borkowski, the Building Inspector, said the ordinance would be a minimum health code, based mainly on RSA 48A, Housing Standards for the State of New Hampshire. The Housing Inspector would have to become a deputized health officer. The goal is to expedite enforcement and response time of complaints submitted by establishing this position. The Housing Inspector would enforce the new housing standards and advise the appropriate parties of any violations found.

Mr. Crow assumed that these standards would apply to the proposed affordable housing units and that this would only add to the cost of those units. Bob Strauss explained that the government would control the rent amounts of the affordable housing units; they would not be affected by this ordinance.

Steve Crory, of 40 Rip Road, asked if this would be town wide or if there would be any educational or recreational exemptions. Selectman Connolly said the regulations would be town wide.

Ruth Lappin, of 603 Hanover Center Road, asked how this would apply to short-term rentals. Selectman Connolly reiterated that short-term rentals of less than 90 days in any six-month period would be exempt from the proposed ordinance.

Evelyn Spiegel, of 15 Barrymore Road, felt that inspecting rental units once a year would be an invasion of privacy. She thought there had to be a better solution. Selectman Connolly agreed it was intrusive but added that unfortunately it had become necessary.

Rich Howarth, of 2 Sausville Road, asked why Town Meeting was being asked to transfer this legislative power to the Selectboard without having an ordinance to agree and vote upon. Selectman Connolly said an exact ordinance was not yet developed. This Article would provide the power to enact one. Moderator Black added that ordinances were passed by the Selectboard, not Town Meeting.

Kari Asmus, of 2 Sausville Road, asked if Town Meeting was able to give the Selectmen this authority. Walter Mitchell, the Town attorney, said depending on what part of the Statue is considered, different conclusions could be reached with respect to which body, Town Meeting or the Board of Selectmen, has the authority to do this. Rather than dispute that matter, this Article is proposing that Town Meeting delegate that authority to the Board of Selectmen.

Margaret Bragg, of 108 Greensboro Road, asked if neighboring communities had a similar ordinance and if so, how was it working. Selectman Connolly could not speak to a similar ordinance in surrounding towns but said other college towns had similar ordinances that were successful.

Hillary Pridgen, of 40 Etna Road, said this would add a significant layer of administration. She said the issue should be facilitating the handling of complaints, not burdening every responsible landlord and their tenants.

Jean Hennessey asked if this authority was given could it later be rescinded. Attorney Mitchell said probably. Moderator Black said yes, by petitioned Warrant Article or by the Board of Selectmen themselves.

There being no further discussion, a vote was taken by show of hands on Selectman Connolly's motion. For clarity, a second vote by show of hands was taken. The motion **PASSED** and Article Twenty-One was **ADOPTED**.

ARTICLE TWENTY-TWO: To see if the Town will vote to raise and appropriate \$97,550 for deposit in the Land and Capital Improvements Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2001-2002. Funding deposited into the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectman Baschnagel moved that the Town vote to raise and appropriate \$97,550 for deposit in the Land and Capital Improvements Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2001-2002. Funding deposited into the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

The motion was seconded.

Selectman Baschnagel explained that a similar article was proposed every year for this transfer of funds. He opened the floor to questions or comments.

There being no further discussion, a vote was taken by show of hands on Selectman Baschnagel's motion. The motion **PASSED** and Article Twenty-Two was **ADOPTED**.

ARTICLE TWENTY-THREE: To see if the Town will vote to raise and appropriate \$97,550 for deposit in the Conservation Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total amount collected in the Land Use Change Tax Reserve in the fiscal year 2001-2002. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectman Baschnagel moved that the Town vote to raise and appropriate \$97,550 for deposit in the Conservation Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total amount collected in the Land Use Change Tax Reserve in the fiscal year 2001-2002. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

The motion was seconded.

Selectman Baschnagel explained that a similar article was proposed every year for this transfer of funds. He opened the floor to questions or comments.

Bernie Waugh, of 16 Pinneo Hill Road, asked how the amounts in the Land Use Change Tax had varied over the past five or six years. Town Manager Griffin said the revenue figures ranged from 30,000 to 190,000. It was very unpredictable.

There being no further discussion, a vote was taken by show of hands on Selectman Baschnagel's motion. The motion **PASSED** and Article Twenty-Three was **ADOPTED**.

ARTICLE TWENTY-FOUR: To see if the Town will vote to approve the expenditure of a sum not to exceed \$80,000 for a fee simple purchase of, or acquisition of a conservation easement restricting development of, a parcel of land located on Piper's Lane (Map 12, Lot 7), and to fund this expenditure by authorizing the withdrawal of that sum from the Conservation Fund. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectman Baschnagel moved that the Town vote to approve the expenditure of a sum not to exceed \$80,000 for a fee simple purchase of, or acquisition of a conservation easement restricting development of, a parcel of land located on Piper's Lane (Map 12, Lot 7), and to fund this expenditure by authorizing the withdrawal of that sum from the Conservation Fund. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

The motion was seconded.

There being no discussion on this Article, a vote was taken by show of hands on Selectman Baschnagel's motion. The motion **PASSED** and Article Twenty-Four was **ADOPTED**.

ARTICLE TWENTY-FIVE: To see if the Town will vote to raise and appropriate \$26,200 for the construction of parking to serve the proposed baseball field to be located on Grasse Road, adjacent to the Water Company headquarters, and to authorize funding this amount by withdrawal from the Land and Capital Improvements Fund. Funding available from the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds paid by property owners when they take land out of current use. Funding for construction of the baseball field was approved in the FY 2002-2003 budget.

Selectman Pierson moved that the Town vote to raise and appropriate \$26,200 for the construction of parking to serve the proposed baseball field to be located on Grasse Road, adjacent to the Water Company headquarters, and to authorize funding this amount by withdrawal from the Land and Capital Improvements Fund. Funding available from the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds paid by property owners when they take land out of current use. Funding for construction of the baseball field was approved in the FY 2002-2003 budget.

The motion was seconded.

Bob Morris, of 9 King Road, said he thought this 50% was used up previously. Moderator Black explained that the expenditure noted in the last Article was associated with the Conservation Fund, this expenditure would be coming from the Land and Capital Improvements Fund. She said neither account had a zero balance yet.

Kari Asmus, of 2 Sausville Road, asked of the actual balance to the Land and Capital Improvement Fund taking into account all of the money that has been earmarked for expenditures and including the deposit of \$13,000 from last year. Betsy McClain, Director of Administrative Services, said the remaining balance, net of this \$26,200 appropriation, would be \$158,000.

Tim Pillsbury, 9 Woodmore Road, asked where the ball field would be located on Grasse Road relative to the Water Works facility. Selectman Pierson said it would be positioned in front and to the left of the building, toward the reservoir. Fill and grading would have to be done to address the sloping of that area.

Mr. Pillsbury asked about the traffic impact to Grasse Road from this new ball field. Town Manager Griffin agreed that this road was a challenge to maintain due to the increased traffic from the MacDonald Drive subdivision and the Grasse Road Phase II construction. Adding a new middle school to this area would also increase the traffic volume on this road. She said the more use it gets the more vigilant the Town will have to be in taking care of it.

There being no further discussion, a vote was taken by show of hands on Selectman Pierson's motion. The motion **PASSED** and Article Twenty-Five was **ADOPTED**.

ARTICLE TWENTY-SIX: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1, for the purpose of replacing Dispatch equipment and for enhancements to the Dispatch Center, and to raise and appropriate the sum of \$10,000 for deposit into this fund.

Selectman Christie moved that the Town vote to establish a Capital Reserve Fund under the provisions of RSA 35:1, for the purpose of replacing Dispatch equipment and for enhancements to the Dispatch Center, and to raise and appropriate the sum of \$10,000 for deposit into this fund.

The motion was seconded.

There being no discussion on this Article, a vote was taken by show of hands on Selectman Christie's motion. The motion **PASSED** and Article Twenty-Six was **ADOPTED**.

ARTICLE TWENTY-SEVEN: To see if the Town will vote to raise and appropriate \$50,000 for deposit into the Parking Capital Reserve Fund for the purposes for which such fund was established, and to fund this appropriation by authorizing the withdrawal of the \$50,000 sum from the undesignated fund balance (surplus) of the Parking Fund as of June 30, 2003. These monies are currently budgeted in the FY 2002-2003 Parking Fund budget.

Selectman Baschnagel noted that Articles Twenty-Seven and Twenty-Eight were very similar. They differed only in the fact that the \$50,000 discussed in Article Twenty-Seven was something that was set-aside in the current year's budget for capital improvements that were not needed. That funding would now be moved into a reserve fund. Article Twenty-Eight would take \$50,000 from the Undesignated Fund Balance (surplus) in the current Parking Fund and put that money into a Capital Reserve Fund.

Selectman Baschnagel moved that the Town vote to raise and appropriate \$50,000 for deposit into the Parking Capital Reserve Fund for the purposes for which such fund was established, and to fund this appropriation by authorizing the withdrawal of the \$50,000 sum from the undesignated fund balance (surplus) of the Parking Fund as of June 30, 2003. These monies are currently budgeted in the FY 2002-2003 Parking Fund budget.

The motion was seconded.

Kim Perez, of 61 Trescott Road, asked if funding could be made available from the Parking Capital Reserve to pay for alternative means of transportation throughout Town, such as Advanced Transit. Selectman Baschnagel said the Parking Fund currently provided a Town subsidy for Advanced Transit.

There being no further discussion, a vote was taken by show of hands on Selectman Baschnagel's motion. The motion **PASSED** and Article Twenty-Seven was **ADOPTED**.

ARTICLE TWENTY-EIGHT: To see if the Town will vote to raise and appropriate \$150,000 for deposit into the Parking Capital Reserve Fund, and to authorize funding this item by withdrawal from the undesignated fund balance (surplus) of the Parking Fund as of June 30, 2003. Funding available from the undesignated fund balance in the Parking Fund derives from the cumulative unexpended balance available from each annual operating budget for the Parking Fund. The proposed withdrawal would still result in a remaining undesignated fund balance equal to 9.2% of the proposed operating budget for the Parking Fund, which is considered a prudent financial reserve.

Selectman Baschnagel moved that the Town vote to raise and appropriate \$150,000 for deposit into the Parking Capital Reserve Fund, and to authorize funding this item by withdrawal from the undesignated fund balance (surplus) of the Parking Fund as of June 30, 2003. Funding available from the undesignated fund balance in the Parking Fund derives from the cumulative unexpended

balance available from each annual operating budget for the Parking Fund. The proposed withdrawal would still result in a remaining undesignated fund balance equal to 9.2% of the proposed operating budget for the Parking Fund, which is considered a prudent financial reserve.

The motion was seconded.

Bernie Waugh, of 16 Pinneo Hill Road, asked if there was any relationship between the zoning amendment that calls for the selling of parking credits and the Parking Fund. Selectman Baschnagel said there was no relation. At this time, there was not a program in place to actually sell parking credits.

There being no further discussion, a vote was taken by show of hands on Selectman Baschnagel's motion. The motion **PASSED** and Article Twenty-Eight was **ADOPTED**.

Moderator Black announced the voting results of Articles Fifteen, Sixteen and Seventeen as follows:

ARTICLE FIFTEEN:	YES: 328	NO: 4	ARTICLE PASSED
ARTICLE SIXTEEN:	YES: 326	NO: 6	ARTICLE PASSED
ARTICLE SEVENTEEN:	YES: 319	NO: 13	ARTICLE PASSED

ARTICLE TWENTY-NINE: To see if the Town will raise and appropriate \$91,140 for the reconstruction of North College Street from Maynard Street north to the Medical School entrance driveway and to authorize funding this item by withdrawal from the North College Street Reconstruction Capital Reserve Fund.

Selectman Pierson moved that the Town vote to raise and appropriate \$91,140 for the reconstruction of North College Street from Maynard Street north to the Medical School entrance driveway and to authorize funding this item by withdrawal from the North College Street Reconstruction Capital Reserve Fund.

The motion was seconded.

Selectman Pierson explained that these funds were set aside last year at Town Meeting for the purpose of reconstructing North College Street. The Town was now prepared to actually conduct the reconstruction work from Maynard Street north.

There being no further discussion, a vote was taken by show of hands on Selectman Pierson's motion. The motion **PASSED** and Article Twenty-Nine was **ADOPTED**.

ARTICLE THIRTY: To see if the Town will vote to raise and appropriate \$65,535 for deposit in the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, with no funds being raised by taxation. This Municipal Transportation Improvement Fund was established by Town Meeting in 2000, authorizing the assessment of a \$5.00 surcharge for each motor vehicle registered in the Town of Hanover pursuant to RSA 261:153 VI. Since that time and through fiscal year 2001-2002, \$65,535 in surcharge fees has been collected and should be deposited in the Fund.

Selectman Pierson moved that the Town vote to raise and appropriate \$65,535 for deposit in the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, with no funds being raised by taxation. This Municipal Transportation Improvement Fund was established by Town Meeting in 2000, authorizing the assessment of a \$5.00 surcharge for each motor vehicle registered in the Town of Hanover pursuant to RSA 261:153 VI. Since that time and through fiscal year 2001-2002, \$65,535 in surcharge fees has been collected and should be deposited in the Fund.

The motion was seconded.

There being no discussion on this Article, a vote was taken by show of hands on Selectman Pierson's motion. The motion **PASSED** and Article Thirty was **ADOPTED**.

ARTICLE THIRTY-ONE: To see if the Town will vote to raise and appropriate \$15,000 for implementation of prioritized storm drain grate replacements and pavement marking to insure safer travel by bicycles within the Town, and to fund this appropriation by authorizing the withdrawal of this sum from the Municipal Transportation Improvement Fund.

Selectman Walsh moved that the Town vote to raise and appropriate \$15,000 for implementation of prioritized storm drain grate replacements and pavement marking to insure safer travel by bicycles within the Town, and to fund this appropriation by authorizing the withdrawal of this sum from the Municipal Transportation Improvement Fund.

The motion was seconded.

There being no discussion on this Article, a vote was taken by people rising to their feet on Selectman Walsh's motion. The motion **PASSED** and Article Thirty-One was **ADOPTED**.

ARTICLE THIRTY-TWO: To see if the Town will vote to raise and appropriate \$408,160 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

Police	\$ 42,000
Public Works (includes Sidewalk Reserve Contribution)	\$138,000
Fire Fund	\$ 93,000
Wastewater Treatment Plant Fund	\$108,000
Ambulance Fund	\$ 24,500
Parking	\$ 2,660

Selectman Connolly moved that the Town vote to raise and appropriate \$408,160 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

Police	\$ 42,000
Public Works (includes Sidewalk Reserve Contribution)	\$138,000
Fire Fund	\$ 93,000
Wastewater Treatment Plant Fund	\$108,000
Ambulance Fund	\$ 24,500
Parking	\$ 2,660

The motion was seconded.

Selectman Connolly explained that these were annual contributions made to particular Capital Reserve Funds to be used in the future to keep tax rates relatively level when large purchases were required.

Mr. Morris thought the Wastewater Treatment Plant funding had already been addressed. Moderator Black explained that Article Fourteen addressed plant improvements. This Article would put money into the Wastewater Treatment Plant's Capital Improvement Fund.

There being no further discussion, a vote was taken by show of hands on Selectman Connolly's motion. The motion **PASSED** and Article Thirty-Two was **ADOPTED**.

ARTICLE THIRTY-THREE: To see if the Town will vote to raise and appropriate \$123,694 for the purposes listed below and to authorize funding these items by withdrawal from the listed capital reserve funds in the following amounts:

Public Works (compactor, leaf vacuum, 3 pick-up trucks, mowers)	\$101,858
Wastewater Treatment Plant Fund	\$ 21,836

Selectman Connolly moved that the Town vote to raise and appropriate \$123,694 for the purposes listed below and to authorize funding these items by withdrawal from the listed capital reserve funds in the following amounts:

Public Works (compactor, leaf vacuum, 3 pick-up trucks, mowers)	\$101,858
Wastewater Treatment Plant Fund	\$ 21,836

The motion was seconded.

Fran Sherley, of 9 Willow Spring Circle, asked if additional money could be provided for filtration of the Town's water. Town Manager Griffin explained that Hanover's water was provided by the Hanover Waterworks Company, a private utility owned by Dartmouth College (51%) and the Town of Hanover (49%). She said the Water Company Board of Directors would soon contract with an engineering firm to research filtration technology for the reservoirs. If that Board received a legitimate recommendation for filtration technology they would apply to the Public Utilities Commission (PUC) for permission to install an infiltration plant. The filtration issue would not be addressed by Town Meeting so long as the Water Company continues to exist as a private utility.

Ms. Griffin further explained that the \$21,836 for the Wastewater Treatment Plant would be used to purchase a new skid steer.

There being no further discussion, a vote was taken by show of left hands on Selectman Connolly's motion. The motion **PASSED** and Article Thirty-Three was **ADOPTED**.

ARTICLE THIRTY-FOUR: To see if the Town will vote to approve the cost items contained in the collective bargaining agreement, approved by the Board of Selectmen on April 7, 2003, between the Town of Hanover and the International Association of Firefighters, Local 3288, which calls for the following increases in salaries and benefits for its members:

<u>Year</u>	<u>Estimated Increase</u>
2003-2004	\$39,578
2004-2005	\$17,005

And further to raise and appropriate the sum of \$39,578 for the 2003-2004 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriations at current staffing levels paid in the prior fiscal year.

Selectman Pierson moved that the Town vote to approve the cost items contained in the collective bargaining agreement, approved by the Board of Selectmen on April 7, 2003, between the Town of Hanover and the International Association of Firefighters, Local 3288, which calls for the following increases in salaries and benefits for its members:

<u>Year</u>	<u>Estimated Increase</u>
2003-2004	\$39,578
2004-2005	\$17,005

And further to raise and appropriate the sum of \$39,578 for the 2003-2004 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriations at current staffing levels paid in the prior fiscal year.

The motion was seconded.

There being no discussion of this Article, a vote was taken by show of hands on Selectman Pierson's motion. The motion **PASSED** and Article Thirty-Four was **ADOPTED**.

ARTICLE THIRTY-FIVE: To see what sum the Town will vote to raise and appropriate to pay the expenses of the Town for the 2003-2004 fiscal year, for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

Selectman Walsh moved that the Town vote to raise and appropriate \$13,193,125.00 to pay the expenses of the Town for the 2003-2004 fiscal year, for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

Selectman Walsh explained the process by which the budget was developed. In November, the Selectmen set a tax rate target of a 2.5% increase. Town staff developed a budget against that target that was reviewed by the Selectmen at a series of public hearings held in February and March. The Selectmen also considered a "Wish List" of items totaling approximately \$300,000 and a list of potential cuts or revenue opportunities. He said had all of the "Wish List" items been funded the tax rate would have increased 6.5%. During the review process, funding in the amount of \$17,500 was found and then used to pay for improvements to a third bridge on Ruddsboro Road which was red lined by the State. The end result was a 2.8% tax rate increase to the General Fund. The projected tax rate increase to the Fire Fund ranged from 1.8% to 2.3%. Mr. Walsh congratulated the Town Manager and her staff in producing a budget that absorbed \$74,600 in State mandated increases in retirement funds and between \$112,000 and \$232,000 in health insurance increases.

The motion was seconded.

Kari Asmus, of 2 Sausville Road, commented on the proposed cuts to cemetery funding and asked if that would be an ongoing reduction. Town Manager Griffin acknowledged that fairly substantial cuts were made throughout the Public Works Department budget, as it was the largest budget in the Town. This did not mean that similar cuts would be proposed every year. It would be dependent upon the pressures each future budget would face.

Bob Keene, of 1 Woods End Road, asked if the Town's Diversion Program for youth offenders could consider these activities as a way to encourage some community action on cemetery maintenance. Town Manager Griffin said she could certainly explore that possibility.

Perry Spiegel, of Ferson Road, asked to recognize the Boy Scouts' efforts to repaint a fence in the Hanover Center Cemetery.

Stanley Udy, of 3 Butternut Lane, asked how the \$13,193,125 budgetary figure was developed. Selectman Walsh said the budget began at \$18,806,997. Taking the totality of all of the Articles Town Meeting has approved, that figure is reduced to \$13,193,125.

There being no further discussion, a vote was taken by show of hands on Selectman Walsh's motion. The motion **PASSED** and Article Thirty-Five was **ADOPTED**.

ARTICLE THIRTY-SIX: To see if the Town will vote to raise and appropriate \$9,300 to support the services provided to the residents of Hanover by West Central Behavioral Health. This is the second year this article has appeared separately on the warrant.

Selectman Baschnagel moved that the Town vote to raise and appropriate \$9,300 to support the services provided to the residents of Hanover by West Central Behavioral Health. This is the second year this article has appeared separately on the warrant.

The motion was seconded.

Selectman Baschnagel reiterated that this was the second year this Article had been on the Warrant. He said West Central Behavioral Health's funding request was made to cover costs that were not being covered by Medicare, Medicaid and other federal funds. He said the \$9,300 requested would only partially cover the expenses West Central Behavioral Health incurs treating Hanover residents.

Hilda Sokol, of 6 Storrs Road, urged Town Meeting to provide this funding. She said the budget cuts at the State level have forced these agencies to become dependent upon local support. She said West Central Behavioral Health provided preventive measures to keep worse things from happening. She asked that Hanover go on record as providing this funding to West Central Behavioral Health.

There being no further discussion, a vote was taken by show of hands on Selectman Baschnagel's motion. The motion **PASSED** and Article Thirty-Six was **ADOPTED**.

ARTICLE THIRTY-SEVEN: To see if the Town will vote to send the following resolution to the New Hampshire General Court: Resolved, in its first two years of operation, the Land and Community Heritage Investment Program (LCHIP) has helped communities throughout New Hampshire preserve their natural, cultural and historic resources and, therefore, the State of New Hampshire should maintain funding for LCHIP in its next biennial budget.

Selectman Connolly moved that the Town vote to send the following resolution to the New Hampshire General Court: Resolved, in its first two years of operation, the Land and Community Heritage Investment Program (LCHIP) has helped communities throughout New Hampshire preserve their natural, cultural and historic resources and, therefore, the State of New Hampshire should maintain funding for LCHIP in its next biennial budget.

The motion was seconded.

Selectman Connolly offered to provide information on LCHIP's achievements. Town Meeting opted not to discuss this Article further.

A vote was taken by show of hands on Selectman Connolly's motion. The motion **PASSED** and Article Thirty-Seven was **ADOPTED**.

ARTICLE THIRTY-EIGHT: (Article by Petition) To see if the Town will vote to request that our elected officials from all levels of government, and those seeking office, work with consumers, businesses and health care providers to ensure that: everyone, including the self-employed, unemployed, un- and underinsured, and small business owners has access to an affordable basic health plan similar to what federal employees receive; that everyone, including employers, consumers, and the state, local and federal government makes a responsible and fair contribution to finance the health care system; that everyone receives high quality care that is cost efficient and medically effective; and that these efforts help control the skyrocketing cost of health care.

Selectman Pierson moved that the Town vote to request that our elected officials from all levels of government, and those seeking office, work with consumers, businesses and health care providers to ensure that: everyone, including the self-employed, unemployed, un- and underinsured, and small business owners has access to an affordable basic health plan similar to what federal employees receive; that everyone, including employers, consumers, and the state, local and federal government makes a responsible and fair contribution to finance the health care system; that everyone receives high quality care that is cost efficient and medically effective; and that these efforts help control the skyrocketing cost of health care.

The motion was seconded.

Marion Copenhaver, of 14 Woodcock Lane, read a healthcare resolution in favor of the Article. She reported that New Hampshire residents paid the second highest health insurance costs in the country. She urged Town Meeting to send this message to Concord and to Hanover's elected officials that the healthcare costs were fast reaching the status of a crisis.

Cary Clark, of 8 Parkway, asked of the Board of Selectmen's position on this Article. Selectman Walsh said the Selectboard did not take a position on the petitioned articles.

There being no further discussion, a vote was taken by show of hands on Selectman Pierson's motion. The motion **PASSED** and Article Thirty-Eight was **ADOPTED**.

ARTICLE THIRTY-NINE: (Article by Petition) To see if the Town will support the proposition that 'pre-emptive war', whereby the United States attacks another country that has not attacked us, is contrary to our best traditions and to our wishes.

Selectman Walsh moved that the Town support the proposition that 'pre-emptive war', whereby the United States attacks another country that has not attacked us, is contrary to our best traditions and to our wishes.

The motion was seconded.

David Montgomery, of 44 River Road, read about the justification of this petitioned article as being another attempt to send a message. He urged Hanover residents to go on record in encouraging peace just as over 160 other towns and cities throughout the country have done.

Fran Sherley, of 9 Willow Spring Circle, said this political statement has no place in the Town Meeting.

Mr. Demming disagreed. He said if the population of this Town felt that it could not make a political statement then we have surrendered our citizenship.

Mr. Sherley, of 9 Willow Spring Circle, said this proposal was strictly a personal opinion, which represented some people's views but not others. He agreed it should not pass at this meeting.

There being no further discussion, a vote was taken by show of hands on Selectman Walsh's motion. The motion **PASSED** and Article Thirty-Nine was **ADOPTED**.

Moderator Black thanked Town Meeting for their patience and cooperation. She credited them for having once again proved that the democratic process does work.

ARTICLE FORTY: To transact any other business that may legally be brought before this Town Meeting.

Selectman Walsh moved that the Town vote to transact any other business that may legally be brought before this Town Meeting.

The motion was seconded.

Bob Keene moved that it is the sense of this meeting to express its appreciation to our Town Manager and Town employees, to the endless number of volunteers, and to the Selectboard for their dedication and contributions to this community during this past year. We honor your service and realize that our quality of life is in part due to a result of your efforts on our behalf. Thank you!

John Cassidy announced that the Dresden School District would hold a bond vote the following week. A public review session would be held Wednesday at 7:00 pm. All day voting would be held on Thursday. He urged everyone to vote.

The meeting dissolved at 10:29 pm.

Respectfully Submitted,

Sallie B Johnson

Town Clerk

These minutes were transcribed by Beth Rivard.

Notes...



(Photo Credits: Brian Walsh, Chairman of the Board of the Selectmen, Christine Vitale, Asst. Director of Parks & Recreation and Bill Young, Chairman of the Pond Party Committee)



Front Cover Photo: The 2004 Occom Pond Party
(Photo Credit: Brian Walsh, Chairman of the Board of Selectmen)